



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Meeting of Wednesday
September 3, 2014

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 3, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

E. PRESENTATIONS

1. Capital Improvement Program Update

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated August 20, 2014
2. Approve Register of District Invoices
3. Purchase of one Automated Self Cleaning Strainer/Filter System from Fluid Engineering in the amount of \$19,863.00, plus tax, for the Reclaimed Water Project at Wastewater Plant #2

G. BUSINESS AND ACTION ITEMS

1. Adoption of Resolution No. 2014-18 establishing a Town of Discovery Bay Volunteer Policy
2. Adoption of Resolution No. 2014-21 establishing an Alcohol Policy at Town of Discovery Bay Recreation Facilities

3. Adoption of Resolution No. 2014-19 Approving an Injury and Illness Prevention Program Policy for the Town of Discovery Bay
4. Agency Comment Request – Development Plan Application – DP14-3031 – Bolinas Place
5. Ordinance No. 25 Establishing Emergency Drought Regulations in the Town of Discovery Bay
6. East Contra Costa Fire Protection District Official Ballot
7. Adoption of Resolution No. 2014-20 establishing Supplemental Insurance through the American Family Life Assurance Company of Columbus Supplemental Insurance

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Annual Disclosure pursuant to California Government Code Section 53065.5

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT – Discussion and Possible Action

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Discussion of Possible Town of Discovery Bay Boundary Changes

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting dated September 17, 2014 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY
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President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday August 20, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present with the exception of Vice-President Steele

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker

C. PRESENTATIONS

None

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting dated August 6, 2014
2. Approval of DRAFT minutes of regular meeting dated August 6, 2014
3. Approve Register of District Invoices
4. Approval of Notice of Exemption (CEQA) for Community Center Swimming Pool Plastering Project
5. Approval of Notice of Exemption (CEQA) for Community Center Tennis Courts Re-surfacing Project
6. Approval of Notice of Exemption (CEQA) for Reclaimed Water Project at Wastewater Treatment Plant # 2
7. Approve and Accept the contract work performed by Aero-Mod, Inc., for the Belt Press for Bio-Solids Project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – President Simon, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – Vice-President Steele

F. PUBLIC HEARING to Consider the Following

1. Adoption of Resolution No.2014-17 amending the Town of Discovery Bay Community Services District Capacity Fee Program

General Manager Howard – Provided details of item F-1

President Simon – Opened the Public Hearing. There was one Public Comment Speaker. There was discussion between the General Manager, The Hofmann Company, Bartle Wells, and the Board.

Motion by: Director Pease to adopt Resolution No. 2014-17 establishing capacity charges for water and wastewater service pursuant to Government Code §66016 for FY 2014-15 and beyond, and to include the \$100.00 increase to the proposed adjustment and to make the amendment to the Resolution No. 2014-17 acknowledging the \$100.00 increase.

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – President Simon, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – Vice-President Steele

G. BUSINESS AND ACTION ITEMS

1. 2014 Community Center Public Event Calendar (Revised)

General Manager Howard – Provided details of item G-1.

Parks and Recreation Manager – Provided additional details of item G-1. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

Motion by: Director Pease to approve the revised 2014 Public Event Calendar and Final Acceptance of the following Discovery Bay Lions events; Car Show (September 6), Summer Concert (September 13) and the Rocktoberfest (October 11-12).

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – President Simon, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – Vice-President Steele

2. Proposed Ordinance No. 25 Establishing Emergency Drought Regulations

General Manager Howard – Provided details of item G-2. There was discussion between the General Manager, Legal Counsel, and the Board. There was one Public Comment Speaker.

Motion by: Director Graves to introduce Emergency Drought Regulations Ordinance No. 25 as drafted; and set September 3, 2014 for the adoption of Ordinance No. 25 establishing Emergency Drought Regulations in the Town of Discovery Bay, and to give Staff the authorization to work on the language to add up to the maximum \$500.00 fine per day for persistent and consistent violators and also to accept the exceptions for water usage from Kiper Development for Kiper Homes, if authorized by the State of California Water Boards.

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – President Simon, Director Graves, Director Pease, Director Wiesen, NOES: 0, ABSENT: 1 – Vice-President Steele

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. VEOLIA REPORT

1. Veolia Report – Month of July 2014

Project Manager Berney Sadler – Provided the details of the July 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, the Water and Wastewater Manager, and the Board.

J. MANAGER'S REPORTS – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

The first meeting in October is cancelled – October 1, 2014

L. DISTRICT LEGAL COUNSEL REPORT

None

M. COMMITTEE UPDATES – Discussion and Possible Action

None

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated June 12, 2014
2. R – East Contra Costa County Fire Protection District meeting minutes dated July 7, 2014
3. R – Contra Costa County Aviation Advisory Committee meeting minutes dated July 10, 2014
4. R – Byron Municipal Advisory Council meeting minutes dated July 17, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

None

P. FUTURE AGENDA ITEMS

1. Delta Breeze Broadcasting Presentation
2. Cost to maintain the Community Center – (Profit/Loss Statement by Month) – 6 to 8 months

Q. ADJOURNMENT

The meeting adjourned at 8:03 p.m. to the next Regular meeting dated September 3, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 08-27-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 03, 2014

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 200,207.25

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: F-2

Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 03, 2014
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Village Nurseries Wholesale, LLC	212794	Landscape Maintenance (Z35)	08/08/14	\$410.09
			Administration	Sub-Total
				\$410.09
Water				
Alhambra	13710019080814	Water Service	08/08/14	\$16.84
Bill Pease	AUG 2014	Expense Report Aug 2014	08/28/14	\$138.00
California Rural Water Association	2014/2014	Membership 2014-2015	08/20/14	\$1,060.00
Chris Steele	AUG 2014	Expense Report Aug 2014	08/28/14	\$92.00
Cintas	185478968	Uniforms	08/12/14	\$14.90
Cintas	185479778	Uniforms	08/19/14	\$14.90
County Of Contra Costa, Dept of Info Tec	9036	Data Processing July 2014	08/18/14	\$17.60
Croce, Sanguinetti & Vander Veen, Inc.	1738	Fiscal Year 2012-2013	06/15/14	\$7,408.00
Croce, Sanguinetti & Vander Veen, Inc.	1745	Consulting Service Fiscal Year 2012-2013	08/15/14	\$9,000.00
Dan Meewis	1	Training and Education	08/25/14	\$60.00
David Wong	9902 PYRAMID WAY	Closed Account, Refund Overpayment	08/27/14	\$22.36
Delta Fence Company, Inc.	7627	Install Roofing Well #2	08/18/14	\$4,500.00
Denise Kaiser	4043 REGATTA DR	Closed Account, Refund	08/27/14	\$33.14
Freedom Mailing Service, Inc	25120	Water Bill Processing July 2014	08/12/14	\$1,065.01
Kaiser Foundation Health Plan	0018062701/2014	Medical Insurance June, July, Aug	07/31/14	\$1,247.67
Luhdorff & Scalmanini	29957	Urban Water Management Plan	07/27/14	\$948.75
MailFinance	N4852290	Qtly Postage Machine Lease	08/17/14	\$96.41
Marianne Wiesen	AUG 2014	Expense Report Aug 2014	08/28/14	\$138.00
Mark Simon	AUG 2014	Expense Report Aug 2014	08/28/14	\$120.00
National Meter & Automation, Inc.	S1054438.001	Nicor Meters	08/19/14	\$686.51
Neopost (Postage Account)	7900044908384658/814	Postage	08/07/14	\$122.30
Neumiller & Beardslee	264108	Services Through 07/31/14	08/18/14	\$1,728.20
Neumiller & Beardslee	264109	Hofmann v. TODB	08/18/14	\$94.60
Neumiller & Beardslee	264110	Services RWQCB Through 07/31/14	08/18/14	\$1,341.98
Office Depot	705585539002	Office Supplies	08/15/14	\$13.11
Office Depot	705585572001	Office Supplies	08/14/14	\$8.88
Pacific Gas & Electric	2943721807-5/082914	Electric and Gas Bill 07/11/14-08/11/14	08/29/14	\$49,802.64
Patricia Cimlov-Zahares	14-033	Door Hanger Production	08/13/14	\$210.00
R & B Company	S1425547.002	Water Meter Lids	08/20/14	\$527.34
ReliaStar Life Insurance Company	#JR52 457(B) 083114	457(b) 08/16/14-08/31/14	08/31/14	\$435.77
Ricoh USA, Inc	5032106516	Photocopier Maintenance	08/21/14	\$26.56
Shred-It USA-Concord	9404084686	Shredding Service	08/21/14	\$52.73
Some Gave All	AUG 2014	Expense Report Aug 2014	08/28/14	\$307.40
U.S. Bank	3758512	Annual Administration Fee	08/14/14	\$165.00
Univar	SJ635826	Chemicals Delivered 08/12/14	08/12/14	\$161.08
Univar	SJ635827	Chemicals Delivered 08/12/14	08/12/14	\$265.78
Univar	SJ637248	Chemicals Delivered 08/19/14	08/19/14	\$442.97
Veolia Water North America	40358	Repair & Maintenance July 2014	08/15/14	\$5,809.69
Veolia Water North America	40404	Willow Lake WTP Chemical Room Upgrade	08/15/14	\$2,197.25
Veolia Water North America	40445	Vehicle Maintenance July 2014	08/15/14	\$762.34
			Water	Sub-Total
				\$91,155.71
Wastewater				
Alhambra	13710019080814	Water Service	08/08/14	\$25.25
American Retrofit Systems	1019	Lift Station Grounding and Bonding	08/21/14	\$250.00
Bill Pease	AUG 2014	Expense Report Aug 2014	08/28/14	\$207.00
Chris Steele	AUG 2014	Expense Report Aug 2014	08/28/14	\$138.00
Cintas	185478968	Uniforms	08/12/14	\$22.40
Cintas	185479778	Uniforms	08/19/14	\$22.40
County Of Contra Costa, Dept of Info Tec	9036	Data Processing July 2014	08/18/14	\$26.40
Croce, Sanguinetti & Vander Veen, Inc.	1738	Fiscal Year 2012-2013	06/15/14	\$11,112.00
Croce, Sanguinetti & Vander Veen, Inc.	1745	Consulting Service Fiscal Year 2012-2013	08/15/14	\$9,000.00
Dan Meewis	1	Training and Education	08/25/14	\$90.00
Kaiser Foundation Health Plan	0018062701/2014	Medical Insurance June, July, Aug	07/31/14	\$1,871.52
MailFinance	N4852290	Qtly Postage Machine Lease	08/17/14	\$144.62
Marianne Wiesen	AUG 2014	Expense Report Aug 2014	08/28/14	\$207.00
Mark Simon	AUG 2014	Expense Report Aug 2014	08/28/14	\$180.00
Neopost (Postage Account)	7900044908384658/814	Postage	08/07/14	\$183.45

Neumiller & Beardslee	264108	Services Through 07/31/14	08/18/14	\$2,592.30
Neumiller & Beardslee	264109	Hofmann v. TODB	08/18/14	\$141.90
Neumiller & Beardslee	264110	Services RWQCB Through 07/31/14	08/18/14	\$2,012.98
Office Depot	705585539001	Office Supplies	08/14/14	\$81.86
Office Depot	721412726001	Office Supplies	07/31/14	\$39.04
Pacific Gas & Electric	1181942262-4/082814	Electric and Gas Bill 07/10/14-08/10/14	08/28/14	\$7,608.48
Pacific Gas & Electric	7312115758-7/090214	Electric & Gas Bill 07/15/14-08/13/14	09/02/14	\$30,306.23
ReliaStar Life Insurance Company	#JR52 457(B) 083114	457(b) 08/16/14-08/31/14	08/31/14	\$653.65
Ricoh USA, Inc	5032106516	Photocopier Maintenance	08/21/14	\$39.85
Ruff Stuff	1	Removal Of Tullas and Vegetation Plant #2	08/14/14	\$6,500.00
Shape, Inc.	119594	Repair of Pump, Lakes Lift Station	08/15/14	\$1,467.03
Shape, Inc.	119595	Repair of Pump, Lakes Lift Station	08/06/14	\$708.00
Shred-It USA-Concord	9404084686	Shredding Service	08/21/14	\$79.09
Some Gave All	AUG 2014	Expense Report Aug 2014	08/28/14	\$434.94
U.S. Bank	3758512	Annual Administration Fee	08/14/14	\$1,335.00
Veolia Water North America	40358	Repair & Maintenance July 2014	08/15/14	\$2,719.59
Veolia Water North America	40405	Fiber To WWTP#1	08/15/14	\$26.47
Veolia Water North America	40445	Vehicle Maintenance July 2014	08/15/14	\$1,143.51
Veolia Water North America	40446	Lift Station Rehabilitation	08/15/14	\$185.10

Wastewater Sub-Total \$81,555.06

Community Center

Community Center Sub-Total \$0.00

Grand Total \$173,120.86

Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 03, 2014
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019080814	Community Center-Water Service	08/08/14	\$182.52
Cintas	185478968	Uniforms	08/12/14	\$18.66
Cintas	185478968	Community Center-Mats	08/12/14	\$30.99
Cintas	185479778	Uniforms	08/19/14	\$18.66
Cintas	185479778	Community Center-Mats	08/19/14	\$30.99
Croce, Sanguinetti & Vander Veen, Inc.	1738	Fiscal Year 2012-2013	06/15/14	\$2,215.00
Michele M. Carter	2002	Community Center-Program Fees	08/09/14	\$260.00
Neumiller & Beardslee	264108	Community Center-Services Through 07/31/14	08/18/14	\$760.50
Office Depot	722402461001	Office Supplies	07/31/14	\$20.91
Office Depot	722402461001	Community Center-Office Supplies	07/31/14	\$18.07
Pacific Gas & Electric	0869258994-1/082814	Electric and Gas Bill 07/10/14-08/10/14	08/28/14	\$459.21
Pacific Gas & Electric	5702839598-6/081214	Community Center-Electric and Gas Bill 07/01/14-08/10/14	08/12/14	\$1,853.18
Pacific Gas & Electric	5939734421-5/081814	Electric & Gas Bill 07/18/14-08/18/14	08/18/14	\$6,635.85
Shawna J. Scizak	3	Community Center-Program Fees	08/15/14	\$468.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 07/01/14-07/31/14	07/31/14	\$1,601.57
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 07/01/14-07/31/14	07/31/14	\$2,299.35
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 07/01/14-07/31/14	07/31/14	\$665.93
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 07/01/14-07/31/14	07/31/14	\$457.13
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 07/01/14-07/31/14	07/31/14	\$271.89
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 07/01/14-07/31/14	07/31/14	\$68.33
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 07/01/14-07/31/14	07/31/14	\$360.59
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 07/01/14-07/31/14	07/31/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 07/01/14-07/31/14	07/31/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 07/01/14-07/31/14	07/31/14	\$96.54
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 07/01/14-07/31/14	07/31/14	\$483.30
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 07/01/14-07/31/14	07/31/14	\$10.17
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 07/01/14-07/31/14	07/31/14	\$131.44
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 07/01/14-07/31/14	07/31/14	\$839.53
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 07/01/14-07/31/14	07/31/14	\$31.98
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 07/01/14-07/31/14	07/31/14	\$91.60
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 07/01/14-07/31/14	07/31/14	\$5.81
Village Nurseries Wholesale, LLC	212794	Landscape Maintenance	08/08/14	\$1,223.92
Watersavers Irrigation Inc.	1492470-00	Clipper Dr. Repairs	08/12/14	\$11.40
			Total	\$21,641.62

Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 03, 2014
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185478968	Uniforms	08/12/14	\$18.67
Cintas	185479778	Uniforms	08/19/14	\$18.67
Croce, Sanguinetti & Vander Veen, Inc.	1738	Fiscal Year 2012-2013	06/15/14	\$2,215.00
Odyssey Landscaping	36039753.1	Planting on Poe Drive	07/31/14	\$825.00
Office Depot	722402461001	Office Supplies	07/31/14	\$20.92
Pacific Gas & Electric	0403377952-3/082814	Electric and Gas Bill 07/10/14-08/10/14	08/28/14	\$49.50
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 07/01/14-07/31/14	07/31/14	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 07/01/14-07/31/14	07/31/14	\$1,831.16
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 07/01/14-07/31/14	07/31/14	\$460.04
Total				\$5,444.77



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Purchase of one Automated Self Cleaning Strainer/Filter System from Fluid Engineering in the amount of \$19,863.00, plus tax, for the Reclaimed Water Project at Wastewater Plant #2.

Recommended Action

Approve purchase of one Automated Self Cleaning Strainer/Filter System from Fluid Engineering in the amount of \$19,863.00, plus tax, and authorize the General Manager to execute all purchase contracts.

Executive Summary

The Town is in the process of completing a reclaimed water project aimed at reducing the amount of treated potable water used at Wastewater Treatment Plant #2. The project will remove potable water as a source for the three bio solids belt presses, as well as the three clarifiers (one currently under construction) at that plant. It is estimated that this project will result in savings of approximately 20 million gallons annually of potable water. Treated wastewater will instead be utilized for these tasks.

One of the critical components of the system is the need for a filtration system that removes solids from the treated wastewater, protecting the integrity of the belt presses as well as the sprayers at the clarifiers.

This project is an approved project and is included in the FY 2014-14 CIP Budget.

Fiscal Impact:

Amount Requested \$21,551.36 (including Tax)

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. XX -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Adoption of FY 2014-15 CIP Budget

Attachments

Proposal for Automated Self Cleaning Strainer/Filter System from Fluid Engineering
Background Materials for Automated Self Cleaning Strainer/Filter System

AGENDA ITEM: F-3



A Division of TM Industrial Supply, Inc.
 1432 Walnut Street * Erie, Pennsylvania 16502 USA
 Phone (814) 453-5014 * Fax (814) 452-6573
 http://www.fluideng.com * Email: sales@fluideng.com

HERWIT ENGINEERING
 6200 CENTER STREET
 SUITE 310
 CLAYTON, CA 94517

ATTN: GREGORY HARRIS

Quote NO: **QT20533**

Cust NO:

Date Quoted: **8/15/2014**

Sales: FE-JoeyLaboda

Sales Rep: CHRISTIAN POWER EQUIPMENT

Ship Via: BEST WAY

Shipment: FOB TM SHIPPING DOCK

Terms: PROGRESS PAYMENTS

Quote Expires: **08/18/2014**

LINE#	FE PART ID	FE PART DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1)	793-04004-0122	FLUID ENGINEERING ELIMINATOR AUTOMATIC SELF-CLEANING STRAINER 4" - 793 SERIES SELF CLEANING AUTOMATIC STRAINER PER DRAWING QT20533 INLET/OULET: 4" - 150# R.F. FLANGES BACKWASH CONNECTION: 1" - N.P.T. CONNECTION DRAIN: 1" - N.P.T. CONNECTION COVER VENT: 1/4" - N.P.T. CONNECTION BODY MATERIAL: FABRICATED 316L STAINLESS STEEL BACKWASH ASSEMBLY: 316SS/316LSS POLYURETHANE PORT SHOE WITH BRUSH DESIGN: 150 PSI @ 150°F CODE: TO BE DESIGNED AND BUILT GENERALLY IN ACCORDANCE WITH ASME SECTION VII DIV. 1 BUT NO "U" STAMP FINISH: POLISHED OR GLASS BEADED	1.00	\$19,863.00	\$19,863.00
2)	256793040324722	STRAINING ELEMENT (INCLUDED WITH STRAINER) SLOTTED REVERSE-ROLLED WEDGE WIRE SLOT SIZE: (.032") MATERIAL: 316L STAINLESS STEEL	1.00	\$0.00	\$0.00
3)	949-10-3545	ELECTRIC DRIVE MOTOR (INCLUDED WITH STRAINER) HORSE POWER: 1/4HP RATING: 460V	1.00	\$0.00	\$0.00
4)	881-10-7581	CONTROL PANEL (INCLUDED WITH STRAINER) VOLTAGE: 460V NEMA RATING: NEMA 4 ENCLOSURE	1.00	\$0.00	\$0.00



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LINE#	FE PART ID	FE PART DESCRIPTION	QTY	UNIT PRICE	AMOUNT
5)	883-10-7729-100	BACKWASH VALVE (INCLUDED WITH STRAINER) SIZE: 1-1/2" - N.P.T. CONNECTIONS MATERIAL: CAST 316 (SS)	1.00	\$0.00	\$0.00
6)	881-10-1412-020	DIFFERENTIAL PRESSURE SWITCH (INCLUDED WITH STRAINER) TYPE: SINGLE ELEMENT MATERIAL: BRASS	1.00	\$0.00	\$0.00
7)	020-4321	D.P. PIPING ASSEMBLY COMPLETE WITH TUBING, FITTINGS, (2) PRESSURE GAUGES AND MOUNTED ON STRAINER. (INCLUDED WITH STRAINER)	1.00	\$0.00	\$0.00
					<u>\$19,863.00</u>



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TERMS AND CONDITIONS OF PROPOSAL

-VALIDITY: PRICES QUOTED SHALL REMAIN FIRM FOR 30 DAYS FROM DATE OF QUOTE

-DRAWINGS FOR APPROVAL: IF REQUIRED, 1 TO 2 WEEKS AFTER RECEIPT OF ORDER

-SHIPMENT: APPROXIMATELY 10 TO 12 WEEKS AFTER DRAWING APPROVAL (SUBJECT TO CURRENT SHOP LOAD)

-PAYMENT TERMS: SEE PROGRESS PAYMENT SCHEDULE BELOW (SUBJECT TO CREDIT APPROVAL)

-SHIPPING TERMS: FOB FACTORY ERIE, PA (LOADED)

-SALES AND USE TAX EXEMPTION:

IF APPLICABLE, A SALES AND USE TAX EXEMPTION CERTIFICATE FOR ALL LOCAL, COUNTY, AND STATE REGULATIONS MUST ACCOMPANY A PURCHASE ORDER FOR THE PRODUCTS LISTED IN THIS QUOTATION. IF THERE IS ANY CHANGE TO THE EXEMPTION STATUS OR A MISCALCULATION OF TAXES DUE, IT IS THE RESPONSIBILITY OF THE BUYER TO CONTACT TM INDUSTRIAL SUPPLY, INC (FLUID ENGINEERING). ANY MISREPRESENTATION OF EXEMPTION STATUS MAY INCLUDE SALES TAX BEING OWED TO SURROUNDING GOVERNMENT AGENCIES AND IS NOT THE RESPONSIBILITY OF TM INDUSTRIAL SUPPLY OR ITS SUBSIDIARIES.

-DESTINATION CONTROL:

THESE COMMODITIES, TECHNOLOGY, OR SOFTWARE ARE OFFERED FOR SALE AND SHIPMENT FROM THE UNITED STATES IN ACCORDANCE WITH U.S. EXPORT ADMINISTRATION REGULATIONS. DIVERSION CONTRARY TO U.S. LAW IS PROHIBITED.

UNLESS OTHERWISE STATED IN THIS QUOTATION, TM INDUSTRIAL SUPPLY, INC.'S STANDARD TERMS AND CONDITIONS OF SALE (TM-GCOS-3) CONTROL

MILESTONE SCHEDULE

- 25% of contract value upon drawing approval and equipment release to production. Net 10 Days from Invoice Date.
- 25% of contract value at time of shipment. Net 10 Days from Invoice Date.
- Balance due Net 30 Days from Invoice Date. (Subject to Credit Approval)

Fluid Engineering



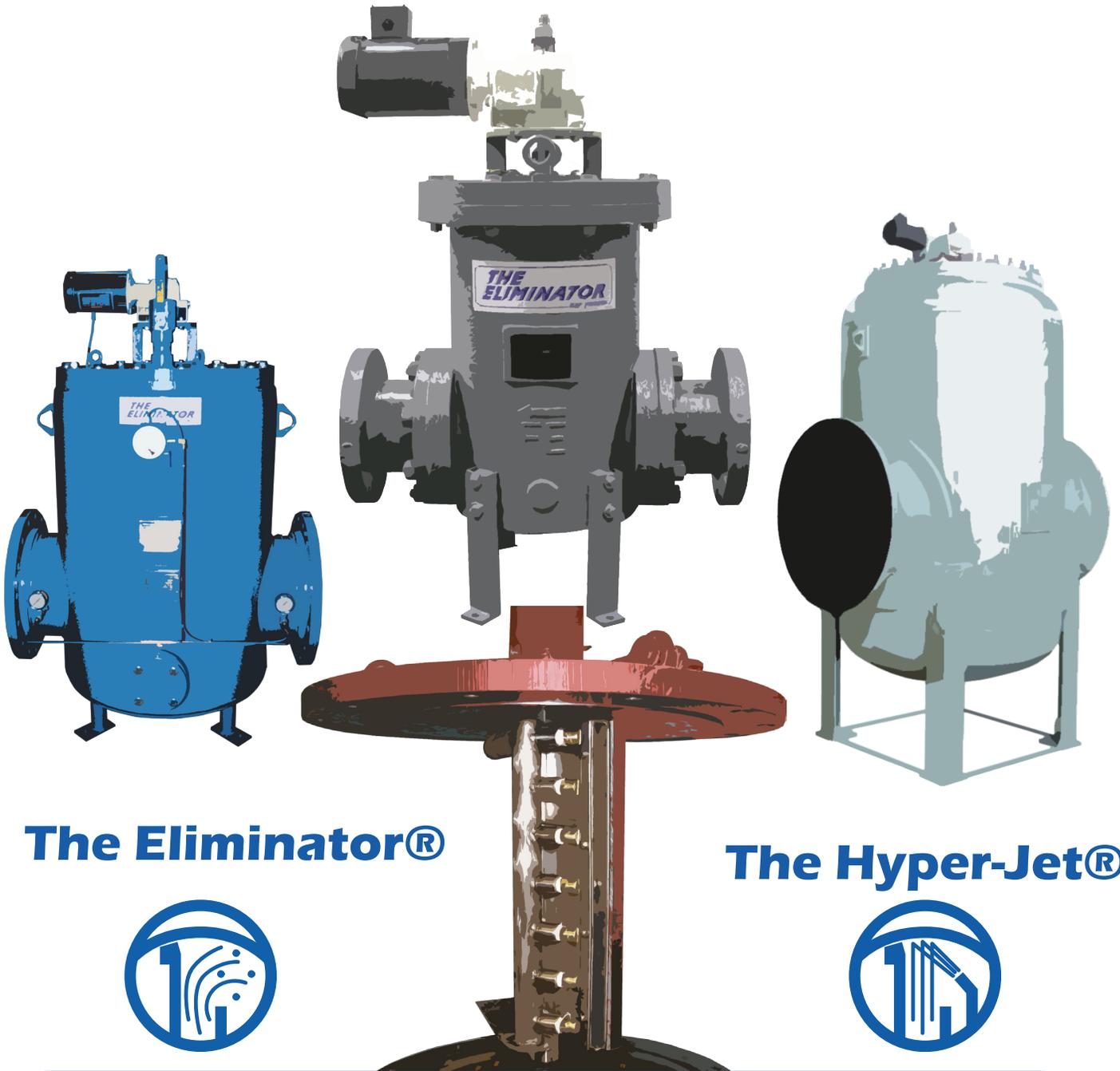
A Division of TM Industrial Supply, Inc. * An Employee-Owned Company

1432 Walnut Street Erie, PA 16502-1746 USA

Phone (814) 453-5014 Fax (814) 452-6573

Email: sales@fluideng.com Web: www.fluideng.com

Automatic Self-Cleaning Strainer/Filter Systems



The Eliminator®



The Hyper-Jet®



"Engineered Products for Demanding Applications, Performance, and Service"



The Eliminator®

Model 723/723T/753/793

The Eliminators®, motorized, automatic, self-cleaning strainers by Fluid Engineering, provide continuous debris removal from fluid piping systems that demand full time uninterrupted flow.

The Eliminators® are particularly effective in fluid applications where unattended service, high solids loading and/or uninterrupted flow requirements deem a basket strainer and its attendant maintenance problems impractical.

Any of the Fluid Engineering 700 Series Strainers, applied correctly, will prove efficient and cost effective compared to simplex/duplex strainers or other automatic straining systems.

PROVEN FEATURES INCLUDE

- Patented rugged screen and mechanical assist backwash mechanism extends useful service life.
- Unique clog-resistant straining element reduces maintenance downtime.
- Unique adjustable accelerator plate aids cleaning in difficult applications.
- All internal replacement parts supplied in corrosion resistant material.
- Efficient proven design reduces maintenance requirements; requires fewer parts.
- Flats for manual operation in case of power failure.
- Low rpm backwash mechanism provides more efficient cleaning, less wear of internals.



APPLICATION

The Eliminator's® patented unique strainer element design permits installation in virtually any piping system operating at a positive pressure.

The Eliminators® can operate through a wide range of operating pressures (10 psig minimum) and solids loading with effective debris removal and backwashing across the entire pressure range. Additionally, only one drain/backwash connection is required for installation effectively eliminating the expense of a separate backwash connection.

Strainers are used to protect equipment such as valves, pumps, meters, heat exchangers, or spray nozzles, as well as in feed water and process water applications or virtually any similar application.

The Eliminator® 700 Series Automatic Self-Cleaning Strainers are fabricated in pipe sizes ranging from 1" to 48" to suit most application requirements.

Series 700 Eliminator®

How the 700 Series Eliminator® works

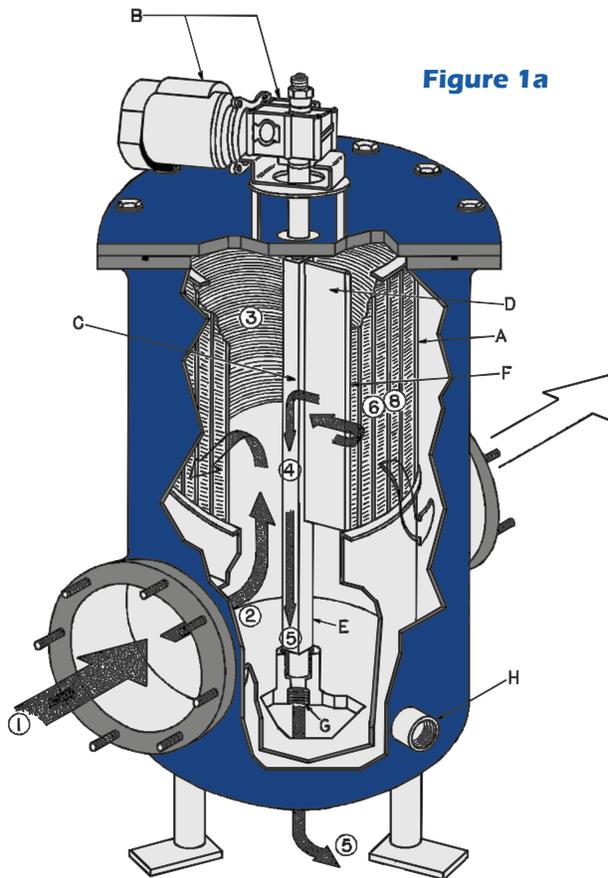


Figure 1a

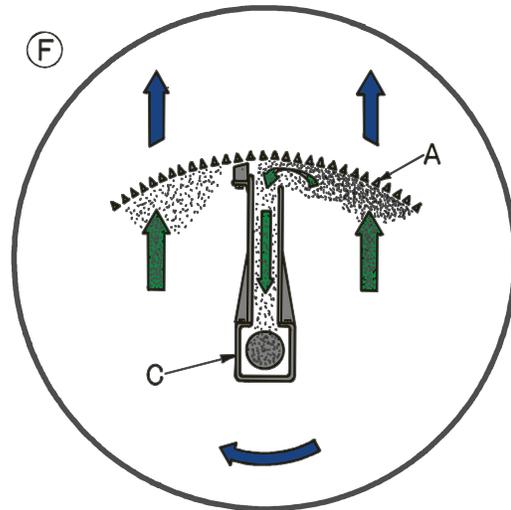


Figure 1b

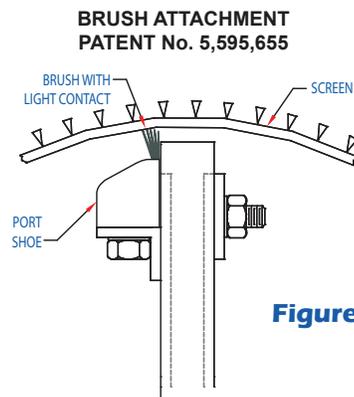
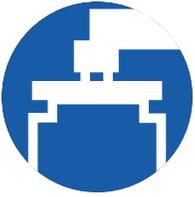


Figure 1c

1. Debris laden fluid enters through inlet to inner chamber (Figure 1a).
2. Dirty fluid flows upward to the strainer element (A).
3. Debris is retained on the flat face of the strainer element, while stained fluid continues to outer chamber and exits through strainer outlet (See Figure 1a).
4. During backwash or cleaning cycle, the motor/gear reducer (B) is engaged and drives the hollow drive shaft (C) and hollow port (D) around the inner circumference of the strainer element.
5. The backwash assembly C, D, and E are opened to atmospheric pressure by opening the backwash control valve (not shown).
6. Flow reversal occurs at the port/straining element (F) interface because of the pressure differential described in 5 (See Figure 1b).
7. Debris is effectively vacuumed from the full length of the straining element by a vigorous reverse fluid flow and into the hollow port; down the hollow drive shaft and out the backwash outlet (G).
8. The hollow port continues to sweep the full length of the strainer element until the cleaning cycle has ended.
9. A brush molded to the port shoe facilitates debris removal on the straining element (See Figure 1c). A non-brush port shoe is available as an option.
10. The strainer will provide continuous uninterrupted fluid flow during the cleaning operation.
11. The cleaning cycle can be set for continuous or intermittent backwash.

U.S. Patent No. 4,818,402
Canadian Patent No. 1,314,235



The Hyper-Jet® Model 721/751

The Hyper-Jet® is Fluid Engineering's additional line of motorized, automatic self-cleaning strainers. On fluid piping systems, which demand added cleaning abilities due to application requirements, the Hyper-Jet® provides continuous uninterrupted debris removal.

The Hyper-Jet® is very effective in system applications where operating pressure is low (under 5 psig) or where the system debris has particularly difficult removal characteristics. Fluid Engineering's 721/751 Series strainer provides unattended service with the addition of external backwash fluid that enhances the self-cleaning attribute over other automatic strainers.

APPLICATION

The Hyper-Jet's® unique patented backwash system coupled with Fluid Engineering's strainer element design permits installation in a broader range of system applications. This scope of operations includes from relatively low pressure to very high pressure and from withdrawing coarse, easily removed debris to fine, sticky debris.

In a low pressure mode (such as on the suction side of a pumping system), the Hyper-Jet® system is mounted on the leading edge of the strainer backwash arm (Fig. 2). External fluid is directed at an incident angle over the inside surface of the straining element through the high-pressure nozzle assembly. The high velocity of this spray assists the cleaning of the wedge-wire straining element. External source pressure must be a minimum of 30 psi over system operating pressure.

Hyper-Jet® strainers are used to protect equipment such as pumps, motors, heat exchangers, or spray nozzles, as well as process applications such as cooling towers or virtually any similar application.

The Series 721/751 Hyper-Jet® Self-Cleaning Strainers are fabricated in pipe sizes ranging from 1" to 36" to suit most application requirements. The Hyper-Jet® System can also easily and economically be field installed in any Fluid Engineering Self-Cleaning Strainer (6" size and larger) in service as a retrofit installation.

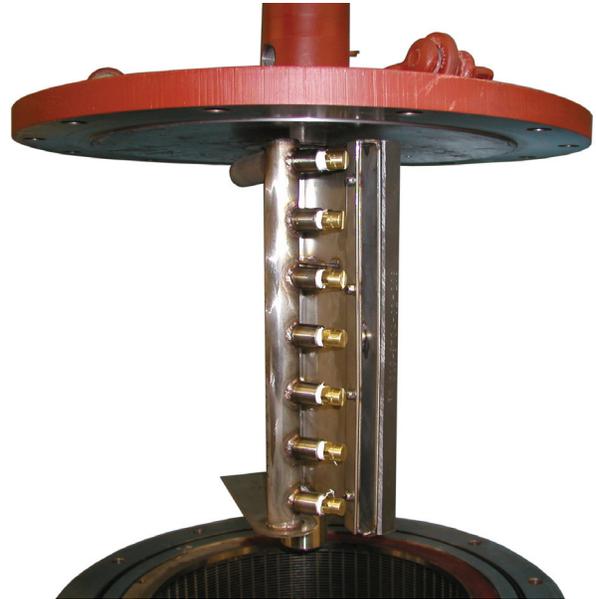


Figure 2 - The Innovative Internals of the Hyper-Jet®

PROVEN FEATURES INCLUDE

- A unique patented spray assisted/ mechanical backwash mechanism for extended service life.
- A clog-resistant straining element (wedge-wire configuration) to reduce maintenance downtime and operator assisted attention.
- All internal replacement parts supplied in corrosion resistant materials (special material available on request).
- An efficient, effective cleaning mechanism which reduces annual maintenance, requiring fewer parts.
- A low rpm backwash cycle provides more efficient cleaning, less wear (no contact between rotating parts) and longer duty cycle on motors and speed reducers.
- Any existing Eliminator® (6" and up) can be converted to the Hyper-Jet®.

How the 700 Series Hyper-Jet® Works

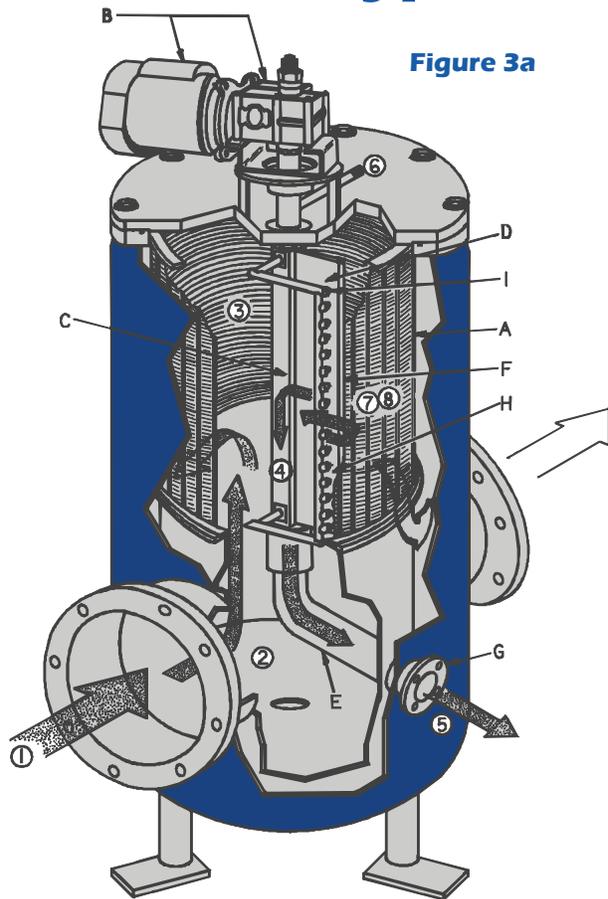


Figure 3a

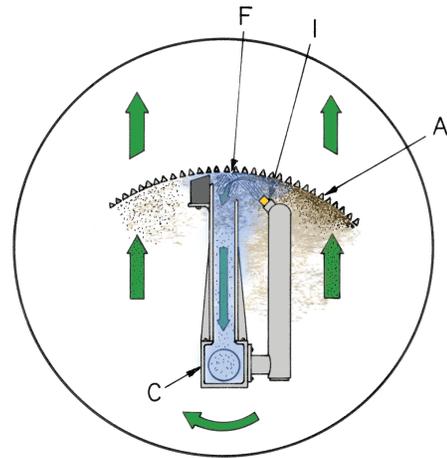


Figure 3b

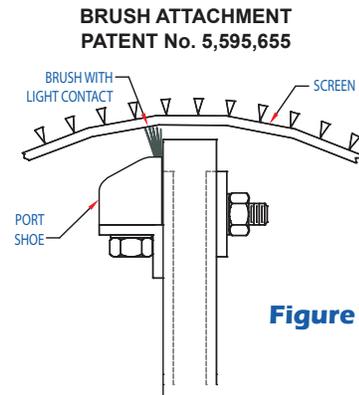


Figure 3c

1. Debris laden fluid enters through inlet to inner chamber (Figure 3a).
2. Dirty fluid flows upward to the strainer element (A).
3. Debris is retained on the flat face of the strainer element, while strained fluid continues to outer chamber and exits through strainer outlet (See Figure 3a).
4. During backwash or cleaning cycle, the motor/gear reducer (B) is engaged and drives the hollow drive shaft (C) and hollow port (D) around the inner circumference of the strainer element.
5. The backwash assembly (C), (D), and (E) are opened to atmospheric pressure by opening the backwash control valve (Not shown).
6. The external source of fluid is introduced by opening the control valve (Not shown) connecting the spray nozzles (J) at the leading edge (F) of the backwash assembly.
7. A "Jet" spray action occurs at the straining element inside surface (See Figure 3b) in addition to the flow reversal at the port/straining element inter-face (H).
8. Debris is effectively removed from the full length of the straining element by a vigorous Hyper-Jet® fluid flow into the hollow port; down the hollow drive shaft and out the backwash outlet (G).
9. A brush molded to the port shoe facilitates debris removal on the straining element (See Figure 3c). A non-brush port shoe is available as an option.
10. The hollow port continues to sweep the strainer element until the cleaning cycle has ended.
11. The strainer will provide continuous uninterrupted fluid flow during the cleaning operation.
12. The cleaning cycle can be set for continuous or intermittent backwash.

US Patent No. 5,152,891

Straining Element

The Eliminator® features a revolutionary reverse rolled wedge-wire straining element (Figure. 4) that is extremely rugged and more clog resistant than conventional strainer elements that use perforated plate or wire mesh screens.

This proven state-of-the-art straining media is fabricated by wrapping vertical rods with wedge shaped profile wire. Each intersection of rod and wire is welded to produce an extremely rugged one-piece element. This forms a continuous slot that allows only two-point contact with debris particles to reduce clogging.

The wedge shaped profile wire reduces the possibility of retaining debris smaller than the screen opening which historically has been the cause of premature clogging or failure of competitive screen designs.

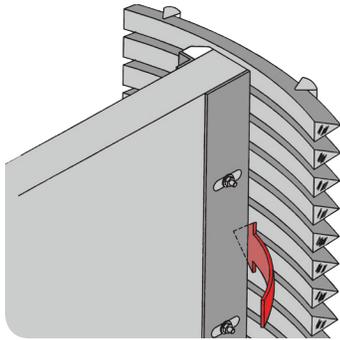


Figure 4 - Wedge Wire Straining Element Cross-Section with Adjustable Accelerator Plate

ADVANTAGES OF WEDGE WIRE STRAINING ELEMENT

- Maximum effective flow area and maximum operating efficiency are maintained throughout service life.
- Maintenance costs are reduced drastically due to reduced clogging and stapling of fibrous material.
- Long-lived straining element provides reduced operating costs over entire service life.
- Rigid element prevents flexing which can cause premature element failure.
- Efficient, effective debris collection at media/screen interface.

STANDARD SCREEN MATERIALS

- 304 Stainless Steel
- 316L Stainless Steel
- Monel
- Other materials available upon request

Figure 5 - Wedge Wire Straining Elements



Figure 6 - Optional Perforated Straining Element



STRAINING ELEMENT SELECTION

The 700 Series Straining Element (Fig. 5 & 6) is an extremely rugged, single-piece unit available in a variety of standard and custom openings and materials.

Screen opening should be selected based on the amount of protection necessary and not on the smallest opening available. By specifying a smaller opening than needed, more debris will be retained and will subsequently result in longer cleaning durations and increased backwash fluid loss. Also, smaller than necessary screen openings will reduce open screen area and increase pressure loss.

The screen opening should be sized approximately one third (1/3) to one half (1/2) the largest size particle that can safely pass downstream. Example: A strainer protecting spray nozzles with a 1/16" orifice should be supplied with a 1/32" screen opening.

Slot Opening (inches)	Fraction Equivalent (inches) (mm)	Mesh Equivalent	Micron Equivalent	% Open Area
Standard				
0.003	(0.08)	200	76	9
0.006	(0.15)	100	152	16.5
0.010	(0.25)	50	254	17.5
0.015	1/64 (0.4)	40	381	24
0.020	(0.5)	35	508	30
0.032	1/32 (0.8)	20	813	40
0.062	1/16 (1.6)	10	1575	51
0.125	1/8 (3.2)	6	3175	67
0.187	3/16 (4.8)	4	4750	72
0.250	1/4 (6.4)	3	6350	78
Other slot openings are available upon request.				

Typical Strainer Specifications

The strainer shall be Series 723/793 Self-Cleaning, motorized type, as designed and manufactured by Fluid Engineering, Erie, PA.

The body and cover shall be fabricated (carbon steel) designed, manufactured and tested generally to ASME Section VIII standards, using qualified ASME Section IX welders.

Housing to be suitable for a design pressure of 150 psig. Inlet and outlet connections shall be flanged and conform to ANSI B16.5 standards. The strainer shall have a single backwash connection and drain blowoff connection. Strainer to be complete with factory supplied steel support legs for bolting to concrete or steel base.

Strainer shall be _____ size capable of handling _____ gpm of fluid at a _____ psig pressure loss with clean straining element.

The straining element will be manufactured from corrosion resistant (304 stainless steel) reverse rolled slotted wedge wire screen designed with _____ inch openings. The wide or flat cross section of the wedge wire shall face the direction of flow providing for a continuous smooth flat surface to trap debris. The straining media shall be free of pockets, tubes, collector bars, etc. that accumulate and trap debris permanently.

All internal parts will be corrosion resistant (stainless steel). The strainer shall be provided with drive shaft and hollow port assembly fitted with all necessary bearings and seals.

The drive arm and hollow port assembly including

the adjustable accelerator plate will be free running at a maximum speed of two (2) rpm and will not contact the screen surface. Port assembly shall be factory and field adjustable for positive effective cleaning and shear capability.

NOTE: Sizes 1" thru 16" have (1) backwash hollow port. Sizes 18" and up will have (2) backwash hollow ports.

Drive shaft will be supported at the top with roller bearings located in a double reduction gear reducer and at the bottom with a water lubricated guide bearing.

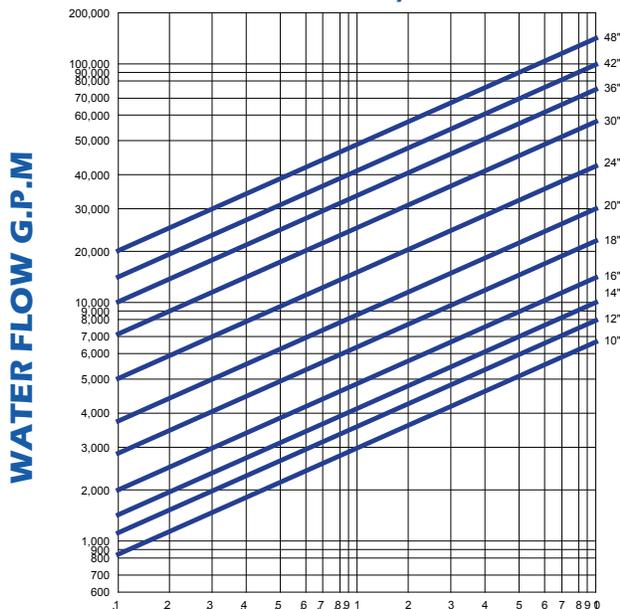
The gear reducer shall be driven by a _____ hp, _____ V, _____ Ph, 50/60 Hz, TEFC motor.

STRAINER OPTIONS AVAILABLE

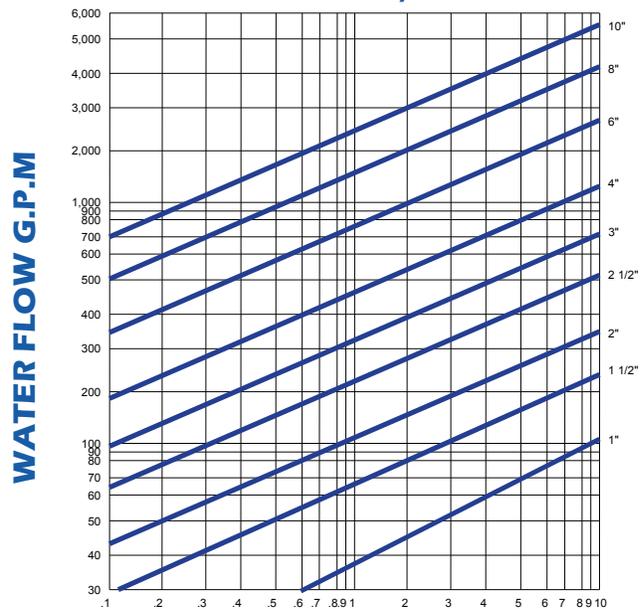
- Cover Lift: Assemblies: Recommended for remote locations.
- ASME: ASME Section VIII, Division 1. 10 CFR 50 Appendix B. ASME Section II, Class 3.
- Materials of Construction: Consult factory for stainless steel, copper nickel, monel, or other requirements.
- Control Package: Control Panel, Backwash Valve with electric operator, single element differential pressure switch.
- Design: High-pressure applications, please consult the factory.
- Hyper-Jet: Low pressure and special applications.
- Skid packages: All equipment desired, including strainers, valves, controls, wiring, piping, and skids may be combined as a complete, custom package. Size of the project has no limitation.

Pressure Drops Charts

MODEL 721/723



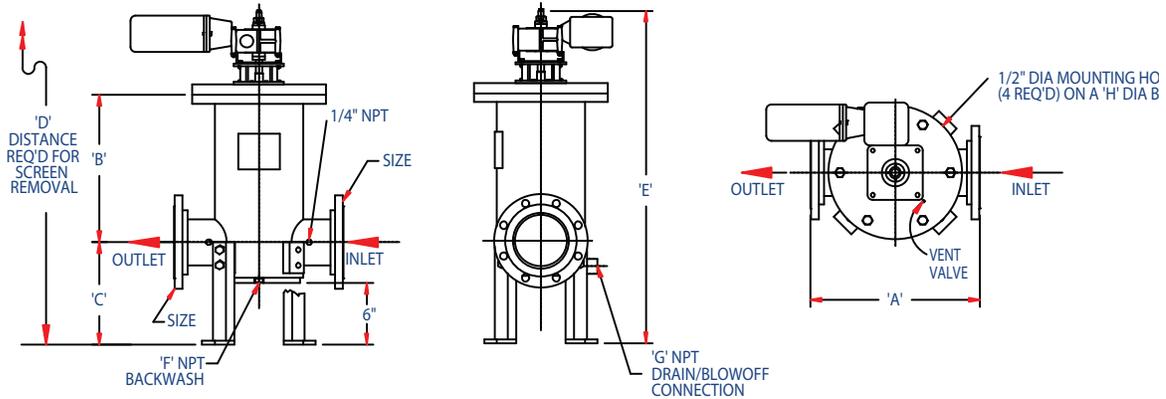
MODEL 721/793



PRESSURE DROP P.S.I. WITH 1/32" OR LARGER SCREEN OPENING

Specifications Dimensions/Weight

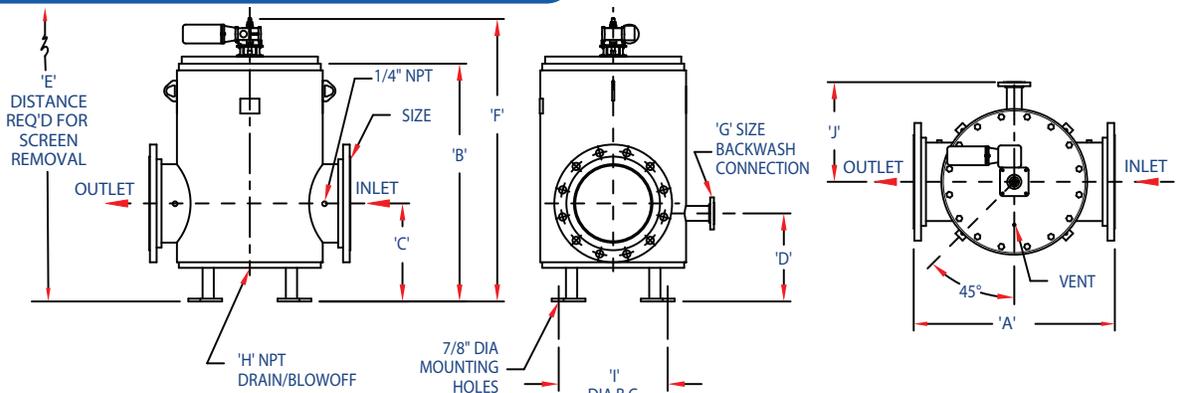
MODEL 721/793 1" - 10"



Model No.	Size (in.)	A (in.)	B (in.)	C (in.)	D* (in.)	E* (in.)	F (in.)	G (in.)	H (in.)	Dry Lbs	Wet Lbs	Lbs Cov.	Motor H.P.
010-793	1-150	16 ¹ / ₂	14 ¹ / ₄	10	59	36 ¹ / ₂	1 NPT	1 NPT	11 ⁷ / ₈	295	440	130	1/4
015-793	1 ¹ / ₂ -150	16 ¹ / ₂	14 ¹ / ₄	10	59	36 ¹ / ₂	1 NPT	1 NPT	11 ⁷ / ₈	300	445	130	1/4
020-793	2-150	16 ¹ / ₂	14 ¹ / ₄	10	59	36 ¹ / ₂	1 NPT	1 NPT	11 ⁷ / ₈	305	450	130	1/4
025-793	2 ¹ / ₂ -150	16 ¹ / ₂	14 ¹ / ₄	10	59	36 ¹ / ₂	1 NPT	1 NPT	11 ⁷ / ₈	310	455	130	1/4
030-793	3-150	16 ¹ / ₂	14 ¹ / ₄	10	59	36 ¹ / ₂	1 NPT	1 NPT	11 ⁷ / ₈	315	460	130	1/4
040-793	4-150	16 ¹ / ₂	14 ¹ / ₄	10	59	36 ¹ / ₂	1 NPT	1 NPT	11 ⁷ / ₈	325	470	130	1/4
060-721/793	6-150	20	15 ⁵ / ₈	11	65	38	1 ¹ / ₂ NPT	1 NPT	16	560	750	170	1/4
080-721/793	8-150	28	18	16	74	46 ¹ / ₂	1 ¹ / ₂ NPT	1 NPT	21 ¹ / ₄	825	1065	180	1/4
100-721/793	10-150	28	18	16	74	46 ¹ / ₂	1 ¹ / ₂ NPT	1 NPT	21 ¹ / ₄	840	1080	180	1/4

(* Add 5¹/₄" for Model 721. Threaded (NPT) Inlet/Outlet Connections are available. Weights are approximate.

MODEL 721/723/723T 10" - 20"



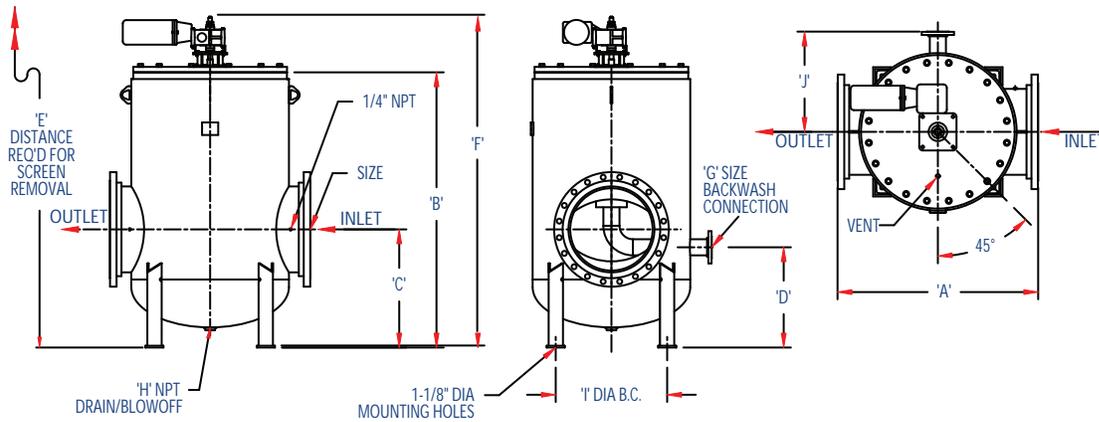
Model No.	Size (in.)	A (in.)	B (in.)	C (in.)	D (in.)	E* (in.)	F* (in.)	G (in.)	H (in.)	I (in.)	J (in.)	Dry Lbs	Wet Lbs	Lbs Cov.	Motor H.P.
100-721T/723T	10-150	28	38 ¹ / ₂	14	11	86	52 ¹ / ₂	2 NPT	1 ¹ / ₂ NPT	18	10 ¹¹ / ₁₆	895	1145	195	1/4
100-721/723	10-150	36	43	17 ¹ / ₂	14 ¹ / ₂	75	55 ¹ / ₂	2 NPT	1 ¹ / ₂ NPT	26	14 ³ / ₄	1595	2245	285	1/4
120-721/723	12-150	36	43	17 ¹ / ₂	14 ¹ / ₂	75	55 ¹ / ₂	2 NPT	1 ¹ / ₂ NPT	26	14 ³ / ₄	1650	2305	285	1/4
140-721/723	14-150	44	51 ¹ / ₂	19 ¹ / ₂	15 ¹ / ₂	94	69	3-150	1 ¹ / ₂ NPT	32	21 ³ / ₄	2525	3800	510	1/4
160-721/723	16-150	44	51 ¹ / ₂	19 ¹ / ₂	15 ¹ / ₂	94	69	3-150	1 ¹ / ₂ NPT	32	21 ³ / ₄	2620	3895	510	1/4
180-721/723	18-150	48	66	24	20 ⁷ / ₈	113	87	3-150	2 NPT	38	25 ¹ / ₄	3225	5470	700	1/4
200-721/723	20-150	48	66	24	20 ⁷ / ₈	113	87	3-150	2 NPT	38	25 ¹ / ₄	3295	5545	700	1/4

(* Add 4¹/₂" for Model 721. Dimensions subject to change without notice, apply for certified drawings. Weights are approximate.

Series 700 Self-Cleaning Strainers

Specifications Dimensions/Weight

MODEL 721/723 24" - 36"



Model No.	Size (in.)	A (in.)	B (in.)	C (in.)	D (in.)	E* (in.)	F* (in.)	G (in.)	H (in.)	I (in.)	J (in.)	Dry Lbs	Wet Lbs	Lbs Cover	Motor H.P.
240-721/723	24-150	56	77	33	28	122	98	4-150	2 NPT	44	28	4500	8475	1000	1/3
300-721/723	30-150	66	94	39	34 1/4	150	115	4-150	2 NPT	54	33	6525	13625	1275	1/3
360-721/723	36-150	86	120	48	40 1/2	210	132	6-150	2 NPT	72	43	12050	26975	1650	1/2

(*) Add 7" for Model 721. Larger sizes available upon request. Dimensions subject to change without notice, apply for certified drawings. Weights are approximate.

SERIES 721/751 SELF-CLEANING STRAINER TYPICAL EXTERNAL SOURCE REQUIREMENT

Strainer Size	1", 1 1/2", 2", or 3"	4"	6"	8"	10/12"	14/16"	18/20"	24"	30"	36"
External Source GPM	10-15	10-15	10-15	10-15	25-35	40-50	50-60	60-70	85-95	115-125
External Line Size	3/4"	3/4"	3/4"	1"	1"	1"	1 1/4"	1 1/2"	1 1/2"	2"
Backwash Linesize	1"	1"	1 1/2"	1 1/2"	2"	3"	3"	4"	4"	6"
Backwash Flow in GPM (Gal. Per Minute)	8-12	15-20	30-40	60-75	110-150	170-210	250-310	400-490	550-700	750-900

TYPICAL BACKWASH FLOW REQUIREMENT

	SERIES 753/793 SELF-CLEANING STRAINER (1" - 8")				SERIES 723/723TSELF-CLEANING STRAINER (10" - 36")					
Strainer Size	1"/1 1/2" 2" or 3"	4"	6"	8"	10/12"	14/16"	18/20"	24"	30"	36"
Backwash Linesize	1"	1"	1 1/2"	1 1/2"	2"	3"	3"	4"	4"	6"
Backwash Flow in GPM (Gal. Per Minute)	8-12	15-20	30-40	60-75	110-150	170-210	250-310	400-490	550-700	750-900

Series 700 Self-Cleaning Strainers

Series 751/753 Cast Self-Cleaning Strainer

ENGINEERED FOR EXCELLENCE

Fluid Engineering had this in mind when we designed our Series 750/753 Cast Self-Cleaning Strainers (Fig. 7). The priority to make quality and economy inherent in the Series 750/753 was Fluid Engineering's obligation to meet our customer's growing needs.



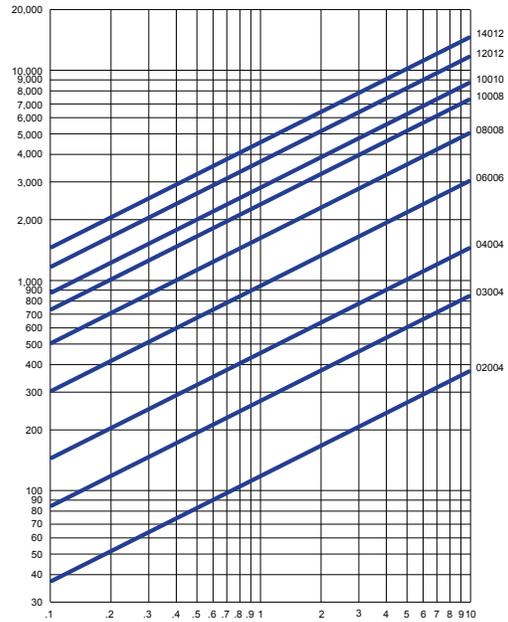
Figure 7

QUALITY

Fluid Engineering Strainers have always been meticulously manufactured with quality in mind. The Fluid Engineering Series 750/753 Cast Self-Cleaning Strainers will continue that important tradition of providing consistent and trouble-free service. They are designed and constructed to be in compliance with ANSI and ASME Section VIII, Division 1.

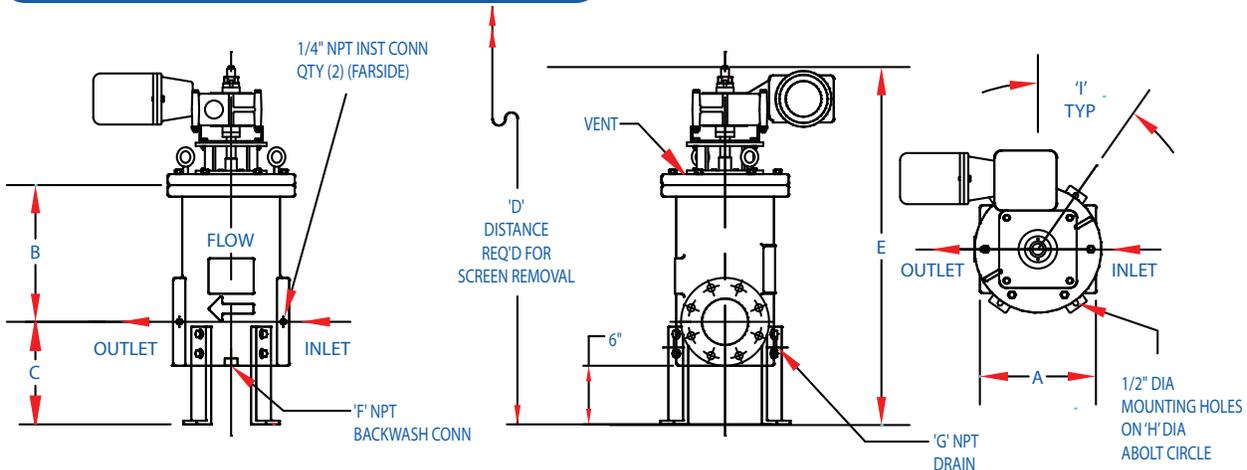
WATER FLOW G.P.M.

MODEL 751/753



PRESSURE DROP P.S.I. WITH 1/32" OR LARGER SCREEN OPENING

MODEL 751/753 CAST IRON



Model No.	Size (in.)	A (in.)	B (in.)	C (in.)	D** (in.)	E** (in.)	F	G	H (in.)	I TYP	Dry Lbs	Wet Lbs	Lbs Cov	Motor H.P.
02004-751/753	2"-125/150FF	23 ⁷ / ₈	14	10 ¹ / ₂	60	37	1" NPT	1" NPT	13 ¹ / ₄	35°	370	520	130	1/4
02504-751/753	2 ¹ / ₂ "-125/150FF	23 ⁷ / ₈	14	10 ¹ / ₂	60	37	1" NPT	1" NPT	13 ¹ / ₄	35°	375	530	130	1/4
03004-751/753	3"-125/150FF	23 ⁷ / ₈	14	10 ¹ / ₂	60	37	1" NPT	1" NPT	13 ¹ / ₄	35°	380	540	130	1/4
04004-751/753	4"-125/150FF	11 ⁷ / ₈	14	10 ¹ / ₂	60	37	1" NPT	1" NPT	13 ¹ / ₄	35°	300	425	130	1/4
06006-751/753	6"-125/150FF	15 ⁷ / ₈	15 ⁷ / ₈	11 ¹ / ₂	62	39	1 ¹ / ₂ " NPT	1" NPT	16 ¹ / ₄	35°	590	690	170	1/4
08008-751/753	8"-125/150FF	32 ⁵ / ₈	20 ³ / ₄	14	75	47 ¹ / ₂	1 ¹ / ₂ " NPT	1" NPT	21 ¹ / ₄	35°	1160	1435	180	1/4
10008-751/753	10"-125/150FF	20 ⁵ / ₈	20 ³ / ₄	14	75	47 ¹ / ₂	1 ¹ / ₂ " NPT	1" NPT	21 ¹ / ₄	35°	875	1120	180	1/4
10010-751/753*	10"-125/150FF	30	27 ¹ / ₂	16 ¹ / ₂	76	56 ¹ / ₂	2" NPT	1" NPT	24 ¹ / ₂	45°	1658	2313	285	1/4
12012-751/753*	12"-125/150FF	30	27 ¹ / ₂	16 ¹ / ₂	76	56 ¹ / ₂	2" NPT	1" NPT	24 ¹ / ₂	45°	1625	2280	285	1/4
14012-751/753*	14"-125/150FF	30	27 ¹ / ₂	16 ¹ / ₂	76	56 ¹ / ₂	2" NPT	1" NPT	24 ¹ / ₂	45°	1600	2255	285	1/4

(*) Bolt holes for footpad on 45° TYP. (**) Add 5¹/₄" for Model 751.

Dimensions subject to change without notice, apply for certified drawings. Weights are approximate.

Series 700 Self-Cleaning Strainers

The Sequence Controller



Figure 8

DESIGN AND CONSTRUCTION

The Fluid Engineering's Sequence Controller is designed with the Customers' specific requirements in mind. The Sequence Controller provides an automatic, effective backwashing cycle with a minimum loss of water.

The Fluid Engineering Sequence Controllers are constructed with state-of-the-art industrial type components, which permits replacing individual components without having to replace an entire circuit board. The industrial type components are more durable and reliable and adjustments can be made with ease (Fig. 8).

MODES OF OPERATION

There are basically two modes of operation – intermittent and continuous. By turning the selector switch, the mode of operation can be selected.

AUTOMATIC INTERMITTENT POSITION

With the selector switch in the "Auto" position, the drive motor will start and the backwash valve opens as determined by the adjustable cycle timer or by the differential pressure switch.

The differential pressure switch is normally factory set at 1 – 1½ psig over the anticipated clean pressure drop. Should a high differential pressure occur during the timed off period, the differential pressure switch will override the cycle timer and start or continue to backwash until the differential pressure is satisfied.

After the differential pressure has been satisfied, the strainer will continue to backwash for an additional 60 seconds (time delay relay).

The Fluid Engineering Automatic Self-Cleaning Strainer would start a backwash cycle based on the timed sequence selected on the adjustable cycle timer. The timed sequence should be determined by each installation and the conditions experienced. The adjustable cycle timer can be programmed from 15 minutes to a 10-hour cycle (off) and for 1 to 15 minutes duration (on). Adjustments can be made as conditions warrant them. The default factory settings for timers are 2 hours OFF and 2 minutes ON.

CONTINUOUS OPERATION

The selector switch is adjusted to "Manual" thus permitting the continuous mode. In the continuous mode, the Fluid Engineering Automatic Self-Cleaning Strainer will be backwashing continuously with the backwash valve open and the drive motor running. This mode of operation may be necessary if the installation experiences high solid loadings.

In either mode of operation, the backwash assembly is specifically designed to rotate at 2 RPM to allow for effective backwashing in less time, thus decreasing the amount of backwash water lost.

CONTROL PACKAGE

The Fluid Engineering Sequence Controller Control Package consists of:

- Control Panel with Nema 4 Enclosure
- Backwash Valve with Electric Operator
- Single Element Differential Pressure Switch

STANDARD FEATURES

- Enclosure – Nema 4
- Adjustable Cycle Timer
- Off-Delay Timer
- Motor Starters with Auxiliary contact and overload relay
- Selector Switch
- Indicating Lights
- Fuses
- Terminal Block

OPTIONS

- 110 V, 230 V, 380 V, 460 V, 575 V
- 50 or 60 hertz
- Dual element differential pressure switch
- Nema 4X (fiberglass or stainless steel), Nema 7 or 9 (explosion proof), Nema 12, Nema 3 enclosures
- Circuit breakers, disconnect switch, transformer
- Reset buttons
- Alarms
- PLC interface and/or pump interlock
- Extra contact and relays

Fluid Engineering



A Division of TM Industrial Supply, Inc. * An Employee-Owned Company

1432 Walnut Street Erie, PA 16502-1746 USA

Phone (814) 453-5014 Fax (814) 452-6573

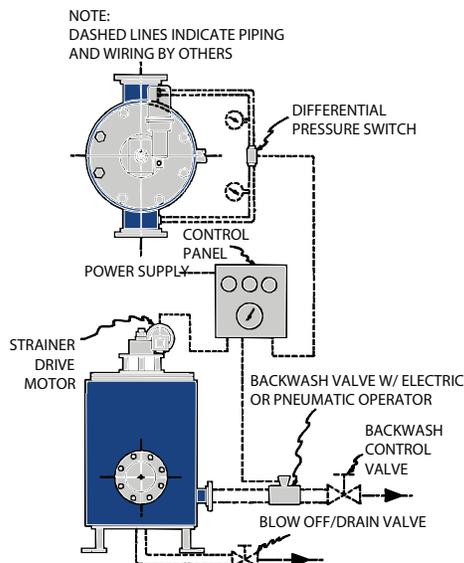
Email: sales@fluideng.com Web: www.fluideng.com

Various Photos

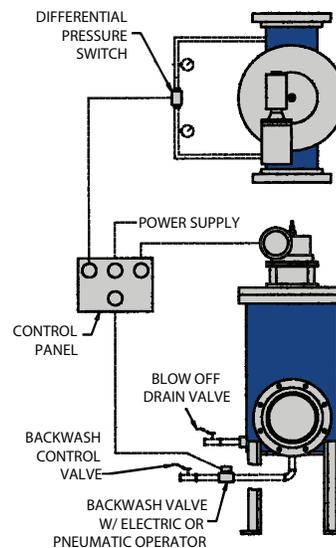


Typical Piping Layout

721/723 SERIES



793 SERIES



MAY 2011

"Engineered Products for Demanding Applications, Performance, and Service"



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Fairin Perez, Parks & Recreation Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Adoption of Resolution No. 2014-18 establishing a Town of Discovery Bay Volunteer Policy

Recommended Action

Adopt Resolution No. 2014-18 establishing a Volunteer Policy (and program) in the Town of Discovery Bay

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) has previously discussed the possibility and desire to initiate a volunteer program for minors and adults. The volunteer program is aimed at augmenting District full-time and part-time staff in activities that benefit the Town.

The attached Volunteer Policy provides a framework and process to guide in the recruitment and management of volunteers and establishes rules and regulation, as well as guidelines for both staff and volunteers. The Policy (and associated Handbook, attached) is intended to provide meaningful benefit to both volunteers and the Town.

Fiscal Impact: - None

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

None

Attachments

Volunteer Policy
Volunteer Handbook
Resolution 2014-18

AGENDA ITEM: G-1

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: All	Policy Name: Volunteer Policy	Policy Number: 020
Date Established: September 3, 2014	Date Amended: N/A	Resolution: 2014-18

POLICY STATEMENT

The Town of Discovery Bay Community Services District supports and encourages the use of volunteers when and where it is feasible and appropriate. Volunteers do not replace District staff; rather volunteers should complement and supplement District staff efforts. This policy provides a framework and process to guide in the recruitment and management of volunteers and provides guidelines for staff to work with volunteers in the completion of approved meaningful projects, programs or events in a manner that enhances quality services for the benefit of the public. It outlines a procedural structure that adjusts to the different types of volunteer activities and level of volunteer commitment. Management within each District department must determine the need for and use of volunteers consistent with this policy

VOLUNTEER APPLICATION AND AGREEMENT

Each new volunteer must fill out the appropriate volunteer application and/or agreement. The volunteer applicant must also meet appropriate fingerprinting and TB test requirements, as necessary. The District reserves the right to accept or reject an individual or group's offer to volunteer as well as determine the appropriate assignment.

VOLUNTEER QUALIFICATIONS

1. Age. Volunteers under the age of 13 must be accompanied by a parent or legal guardian during their service for the District. Alternatively, if approved by the parent or legal guardian, an authorized adult representative or supervisor of the educational or vocational organization may supervise volunteers below 13 years of age, provided that the organization has signed an agreement with District taking responsibility for the volunteers. All volunteers, both adults and persons under the age of 18, must sign and date, or have their parent or legal guardian sign and date, the Volunteer Application and/or Agreements. Volunteers under the age of 18 will only perform volunteer services during non-school hours.

2. Fingerprinting and Background Check

a. Consistent with California Public Resources Code Section 5164, the District will fingerprint any volunteer who may be assigned to a project or program in a position having supervisory or disciplinary authority over any minor, in order to screen for any and all criminal convictions as spelled out in the above referenced section before they can begin delivering the service.

b. Furthermore, the District reserves the right to conduct reference checks in order to improve safe and appropriate assignment of volunteers.

c. The District will follow appropriate District policy for record and file keeping guidelines to ensure the privacy of volunteers' sensitive information including but not limited to background checks, medical records, or other.

d. The District will cover the costs of fingerprinting and background checks for volunteers.

3. Requirement for TB Testing

a. The District extends the State requirement for TB testing to volunteers. TB testing requirement will be conducted consistent with the California Public Resources Code **5163, which states the following:** (a) No person shall initially be employed in connection with a park, playground, recreational center, or beach used for recreational purposes by a city or county in a position requiring contact with children, or as a food concessionaire or other licensed concessionaire in that area, unless the person produces or has on file with city or county a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis.

b. For persons with a positive TB skin test reading, a physician's medical clearance must be obtained prior to services being provided as specified above. The District shall keep on file each "Certificate" of clearance for the person described above. "Certificate" means a document signed by a licensed examining physician or surgeon, or a notice from a public health agency or unit of the tuberculosis association which indicates freedom from active tuberculosis.

DETERMINING AND APPROVAL – USE OF VOLUNTEERS

Once a department has determined a need for the use of volunteer services, the Department Manager must submit the Volunteer Assignment Description form detailing the tasks to be performed, number of hours requested and proposed schedule, necessary skills, required training to be provided and the anticipated duration of the project. Completed forms will be reviewed for approval by the General Manager before a volunteer assignment can be filled.

ASSIGNMENT OF VOLUNTEERS

Upon approval of a volunteer assignment, the Department Manager may recruit for the opening. Volunteers shall be recruited, placed and managed without regard to race, religion, color, ancestry, gender, sexual orientation, age, creed, national origin, ethnicity, or physical disability. Volunteers must be physically able to perform the activity which he or she has agreed to accomplish. The District reserves the right to determine the volunteers' ability to perform an identified activity or project.

The Department Manager shall be responsible for ensuring that all training is completed and that the Volunteer Handbook has been read and understood, prior to allowing the volunteer to work unsupervised.

DISTRICT EMPLOYEES AS VOLUNTEERS

The Federal Labor Standards Act prohibits District employees from volunteering to do the same activities that they are normally paid to perform. District staff may, free of coercion, volunteer to carry out activities not significantly related to their paid positions and may do so only outside of their usual paid hours.

USE OF TOOLS OR VEHICLES

Subject to approval by Department Manager, volunteers may use office equipment, recreation equipment and supplies, unpowered hand tools provided by staff and, with proper training and permission, some power equipment in the completion of the designated project or service. Department Managers are responsible for ensuring proper training and/or certification prior to a volunteer's use of equipment described above. No volunteer under the age of 18 shall be permitted to use power equipment requiring additional training.

Volunteers are prohibited from using District vehicles. Volunteers using their own vehicles in the course of District business must first be pre-approved by the General Manager and shall submit verification of automobile insurance coverage. The District may conduct a Department of Motor Vehicles check for volunteers who are requested to drive as part of their volunteer work.

WORKERS COMPENSATION

All volunteers must have signed and dated the appropriate volunteer application or agreement in order to establish their coverage under the District's Workers Compensation program for injuries that occur while the volunteer is providing the service. All volunteers shall immediately report all injuries or incidents to District staff.

TOWN OF DISCOVERY BAY CSD

VOLUNTEER HANDBOOK



District Offices
1800 Willow Lake Road
Discovery Bay, CA 94505

Community Center
1601 Discovery Bay Blvd.
Discovery Bay, CA 94505

Ph. (925) 634-1131

September 3, 2014

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Mission, Values & Goals 1
Application Process 2
Volunteer Expectations & Schedules 3-4
Policies and Procedures 5-6

OVERVIEW

Welcome to the Town of Discovery Bay Community Services Districts volunteer program. We are pleased to have you as a member of our team. Our District staff strives to provide excellence in the services offered to residents of the community. We hope your volunteer experience will be rewarding for you. Our staff appreciates the time you're taking to assist us. The Districts volunteer policy is designed to coordinate and manage volunteer efforts, which support the Districts services provided to the community. The policy addresses community service needs, while placing special emphasis on the Districts priorities.

This handbook is intended to help provide a general overview of the Districts volunteer program and provide information necessary to help make your time spent volunteering for the Town of Discovery Bay a positive experience. The District is committed to encouraging community participation and the coordination of volunteers to enhance community programs and services.

We are always trying to improve the program; suggestions are welcome. If you have additional questions or comments, contact the Recreation Programs Coordinator at (925) 392-4571 or talk to your supervisor.

MISSION, VALUES AND GOALS

These ideals serve as an important guide as to how the Town of Discovery Bay Community Services District (District) conducts its day-to-day Business and interacts with the public.

Mission

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Vision

Full service and sustainable community. Grow in harmony with the environment and the Delta. Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules. Promote practices that provide enhance and sustainable life now and for future generations.

Goals

Responsible management of public funds. Preservation of our neighborhoods, and our natural resources. Provide timely, effective and transparent communications between government and our citizens. Continually improve the quality of our services. Promote and protect the environment. Take pride in community assets. Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community. Recognize pioneers of the community.

Values

Innovation
Accountability
Respect
Integrity
Professionalism

APPLICATION PROCESS

Selection Process

All volunteers, except where noted, must submit an application. A job description shall be provided to the candidate selected.

Eligibility

All applicants must complete an application, except where stated. Applicants under the age of 18 are required to complete the Volunteer applicator for minors. Applicants between the ages of 13 and 17 must include a parent or guardian's signature. Applicants under the age of 13 must have a parent/guardian's signature and the parent/guardian must be present and provide supervision during the volunteer work assignment.

Background Check

Per the Town of Discovery Bay CSD's Policy No. 020 and consistent with California Public Resources Code Section 5164, volunteers may be required to complete a background check prior to working in volunteers positions. The District will cover the cost of the background check. When required, applicants may not begin work prior to obtaining clearance.

Medical Screening

The District extends the State requirement (California Public Resources Code 5163) for TB testing to volunteers. Most, but not all, volunteer positions will meet the criteria listed in the State Code above. When required, applicants may not begin work prior to obtaining clearance from a medical physician.

Training

Volunteers will be provided with appropriate training at the work site. Volunteers are not expected to any assignment for which they have not received training.

Program Placement

Each program or assignment has various requirements and needs and some programs and activities require special certifications or training. Volunteers are selected based on program needs and the volunteer's assignment request along with his or her individual qualifications.

VOLUNTEER EXPECTATIONS & SCHEDULES

The success of a good volunteer program rests with the quality and commitment of its volunteers. Please give strong consideration to the following expectations:

1. Keep your work commitment.
2. Inform your supervisor if you have a planned absence.
3. Accept training and participate in other job development activities.
4. Adhere to all confidentiality requirements in the course of carrying out duties and responsibilities.
5. Treat others with respect.
6. Be aware of procedures and rules, including safety rules.
7. Report all accidents and injuries to your supervisor immediately.
8. Report any unsafe practices or procedures to your supervisor.
9. Cooperate and assist in the investigation of any accidents or injuries.
10. Follow personal hygiene and grooming habits, as well as manner of dress that allow you to safely complete volunteer duties.
11. Obtain and wear/use any specialized safety clothing or equipment.

Be cooperative by accepting instructions, guidance, and suggestions.

Volunteer Hours

Work schedules of volunteers are diverse and varied depending on the department, program and or location. If a volunteer cannot make it to his or her assignment on a scheduled day, the volunteer should notify his or her supervisor as soon as possible.

The District requires that volunteer hours be recorded and included in a report the Finance Manager. Volunteers will be asked to record their service hours.

Volunteer Positions

Volunteer opportunities with the Town of Discovery Bay include, but are not limited to:

Community Center Volunteers

Duties include answering the telephone, greeting visitors, providing information about the center, and programs. Volunteers may also provide clerical support such as: filing, keyboarding, facilitating mailings, updating center bulletin boards and other miscellaneous tasks as assigned.

Parks & Landscape Volunteers

Duties include picking up litter, planting trees/flowers, Painting signs or buildings, light maintenance of buildings, fences or park equipment. And other miscellaneous tasks as assigned.

Special Events Volunteers

Duties include taking registrations; provide support to Town staff with projects. Lead games or projects for participants, and other tasks as assigned.

Recreation Volunteers

Duties include provide support to District staff and assist with the implementation of the program activities in a safe environment, and to encourage participants to be successful and enjoy the activities.

--END OF SECTION--

POLICIES AND PROCEDURES

Attendance

Volunteers are expected to always be prompt and on time in reporting for their assignments. Being late may inconvenience those who are counting on your presence. If unforeseen circumstances make you late, please notify your supervisor in advance. For those times when you are ill and unable to volunteer, call your supervisor as early in the day as possible. Failure to appear for a shift without notifying your department may result in your dismissal from the volunteer program.

Computer Usage

The District computers are to be used only for the purpose of conducting Districts business. The District complies with all copyright laws for software programs installed and used on District owned computers. Volunteers are expected to adhere to the Districts policy, which includes prohibiting the use of unauthorized copies of software on District computers; prohibiting the installation of software on District computers that was not purchased through appropriate District policies; and understanding that all computers, software and computer information are District property. Therefore, all who use District computers cannot assume any right to privacy in such use. The Districts computers are to be used only for the purpose of conducting District business.

Dismissal

Volunteers who do not adhere to the rules, policies and regulations of the District, or fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed at any time with or without cause. The District reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

Drugs and Alcohol

Any volunteer who uses, brings, possesses or is suspected of being under the influence of any form of narcotic, drug, or alcohol, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells, or attempts to sell same on District property or while on District business, at any time, is subject to immediate dismissal.

Smoking

Smoking is prohibited in enclosed work places and public places, and is restricted in outdoor District recreational facilities, except that smoking may be permitted in unenclosed areas of these facilities, if any, designated for smoking by the District.

Expenses

Volunteers are reimbursed for expenses which have been pre-approved in writing by the appropriate District department. You may also be eligible for a number of other tax benefits as a volunteer under the general charitable contribution deduction of the Internal Revenue Code. Please be sure and check with your tax advisor or the Internal Revenue Service for specific deductions allowed, as the District does not provide this service.

Harassment

All District workers and volunteers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the Districts policy, discrimination and harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any characteristic protected by law, harassment will not be tolerated.

Automobile Insurance

Automobile insurance follows the automobile. If you are driving your own vehicle, even while on Districts business, your automobile insurance will be applicable on a primary basis per the California Vehicle Code, CVC 17152. Please consult the Districts adopted Vehicle Use Policy for details. The District may conduct a motor vehicle driving record check for volunteers who drive as part of their volunteer work.

Confidentiality

Confidentiality is of utmost importance to the District. Volunteers frequently have access to sensitive information and in cannot be shared or repeated to anyone. Failure to keep items confidential can result in termination from the Volunteer Program.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-18

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING A VOLUNTEER POLICY**

WHEREAS, The Town of Discovery Bay Community Services District provides public services located within Discovery Bay; and

WHEREAS, The Town of Discovery Bay Community Services District desires to offer various volunteer opportunities for the benefit of the community; and

WHEREAS, It is necessary to establish the rules and guidelines associated with volunteering practices.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board adopt the Volunteer Policy, and that it is attached and included as a part of this Resolution as Exhibit A.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF September 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on September 03, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Dan Meewis, Recreation Programs Coordinator
Submitted By: Rick Howard, General Manager

Agenda Title

Adoption of Resolution No. 2014-21 establishing a Alcohol Policy at Town of Discovery Bay Recreation Facilities

Recommended Action

Adopt Resolution No. 2014-21 establishing a Alcohol Policy at Town of Discovery Bay Recreation Facilities

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) has previously discussed with staff the possibility of allowing the ability to serve and consume alcohol during private rentals and events.

Staff has developed the attached proposed Alcohol Policy which provides a framework and process to guide members of the community of the rules and regulations for serving and/or consuming alcohol during private rentals and events. The Alcohol Policy informs the community of the available facilities that will allow alcohol during rentals or events as well as the process for obtaining the Special Alcohol Permit which is required for all rentals or events that would like to serve or consume alcohol.

Fiscal Impact: None

Amount Requested

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

None

Attachments

Alcohol Policy
Resolution No. 2014-21

AGENDA ITEM: G-2

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: Parks & Recreation	Policy Name: Alcohol Policy	Policy Number: 022
Date Established: September 3, 2014	Date Amended: N/A	Resolution: 2014-21

POLICY STATEMENT

The Town of Discovery Bay Community Services District supports the ability to allow renters of District facilities the ability to host private parties and to serve or consume alcohol during facility rentals when it is determined by staff to be feasible and age appropriate. This policy provides the framework to guide renters in the process to be able to serve or consume alcohol for private parties and events. The Policy outlines the procedural structure that adjusts to the different types of facility rentals based on the number of planned attendees. Management within the District must determine the appropriateness for alcohol consumption during all potential rentals to maintain consistency with this policy.

APPLICATION, AGREEMENT, & SPECIAL ALCOHOL PERMIT

Each potential renter that would like to serve or consume alcohol during a facility rental must fill out the appropriate application and agreement as well as the special alcohol permit. The rental applicant must also meet all guidelines listed in the agreement. The District reserves the right to accept or reject an individual or group's offer to serve or consume alcohol. It is strictly prohibited to sell or barter alcohol, and will be cause for immediate revocation of the permit and the cancellation of the event.

SPECIAL ALCOHOL PERMIT QUALIFICATIONS

- Age - Any person seeking to rent a District facility who intends on serving or consuming alcohol must be 21 years of age with a valid ID, and anyone who wishes to serve or consume alcohol during the rental must be 21 years of age and have a valid ID. Special Alcohol permits will not be issued if the guest of honor is a minor or if the majority of the attendees are minors.
- Applications & Fees - All applicants must fill out a rental application for the facility they would like to rent. All rental fees and deposits must be paid in full prior to the event. The Special Alcohol permit must be filled out completely and submitted at least (2) weeks prior to the rental. The alcohol permit fee for the Special Alcohol Permit is based on the number of attendees who will be present during the rental period.
 - 1-50 Attendees - \$50
 - 51-100 Attendees - \$75
 - 100+ Attendees - \$100
- Insurance - Applicants are required to provide a certificate of insurance that names the Town of Discover Bay as an additional insured providing general liability insurance in and amount of not less than \$1,000,000 for each occurrence and \$1,000,000 general aggregate. The Town of Discovery Bay may be able to obtain a certificate of insurance for the event at the expense of the applicant.

DETERMINING AND APPROVAL – SPECIAL ALCOHOL PERMIT

Once the District has received a Special Alcohol permit application, the Department Manager will review the permit and make sure that all qualifications have been met. Completed forms will be reviewed for approval by the General Manager, or designee, prior to issuance of a Special Alcohol Permit.

FACILITIES

The following are the District facilities at which serving or consumption of alcohol may be approved during facility rentals with the required permits and fees

Indoor Facilities

Discovery Bay Community Center's Cabrillo Room
Discovery Bay Community Center's Marina Room
Discovery Bay Community Center's Discovery Room

Outdoor Facilities

Discovery Bay Community Center's Event Lawn
Discovery Bay Community Center's BBQ Area

RULES AND REGULATIONS

1. A District facility attendant will be present for rentals with 50+ attendees. An added fee of \$15.00/hour or partial will be assessed prior to the event based upon the anticipated timeframes. Any additional expenses shall be paid in full at the conclusion of the event or may be deducted from the security deposit .
2. All guests who will be served alcohol must be at least 21 years old and be able to provide a valid ID. Guests who cannot provide a valid ID will be acknowledged as a minor. There are No Exceptions.
3. Alcohol service includes beer, wine, & champagne. Liquor and other distilled spirits are prohibited (Glass beer bottles are prohibited).
4. Alcohol may only be brought in by the person or organization responsible for the rental or a licensed caterer. Guests may not bring their own beverages to the event. Non-Compliance may result in the cancellation of the event at the discretion of Town staff.
5. Alcohol is not to be consumed outside of the rental area(s), and shall not be consumed in entry ways or parking lots.
6. All rentals that request alcohol must have a certificate of insurance that names Town of Discovery Bay as an additional insured, as described above.
7. Alcohol will not be permitted when the guest of honor is a minor, or when a majority of the attendees are minors.
8. Alcohol service must stop (30) minutes before the designated end time of the rental.
9. There may be additional requirements for rentals with more than (50) attendees including but not limited to necessity of security, at the discretion of Town staff.
10. Alcohol service or consumption that has not been approved or fails to comply with all requirements of the agreement will result in termination of rental, and forfeiture of rental deposit.
11. The event host is responsible to fulfill all requirements of the agreement. The District is not responsible for any loss of the rental expense due to the requirements not being met.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2014-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING AN ALCOHOL POLICY FOR DISTRICT OWNED FACILITIES**

WHEREAS, The Town of Discovery Bay Community Services District provides public services located within Discovery Bay; and

WHEREAS, The Town of Discovery Bay Community Services District desires to offer potential renters of District facilities the ability to serve or consume alcohol during their rental; and

WHEREAS, It is necessary to establish the rules and guidelines associated with the serving or consuming alcohol at District facilities during rentals and special events.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board adopt the Alcohol Policy, and that it is attached and included as a part of this Resolution as Exhibit A.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF September 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on September 03, 2014, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Adoption of Resolution 2014-19 approving an Injury and Illness Prevention Program Policy for the Town of Discovery Bay

Recommended Action

That the Board Rescind Resolution No. 2008-11 and Adopt Resolution 2014-19 approving a Illness Prevention Program in accordance with the requirements of California Code of Regulations, Title 8, §3203.

Executive Summary

The Town of Discovery Bay has an established Injury and Illness Prevention Program (IIPP) that was established by Resolution on September 17, 2008. That program is outdated and it is necessary to update the IIPP at this time.

The IIPP is updated and complies with all required regulations and in accordance with the California Code of Regulations, Title 8, §3203.

This program applies to all Town of Discovery Bay employees, contractors, and volunteers.

Fiscal Impact: None

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Injury and Prevention Program DRAFT Policy 021
Resolution No. 2014-19

AGENDA ITEM: G-3



Town of Discovery Bay

Program Area: Administrative	Policy Name: IIPP Policy	Policy Number: 021
Date Established: September 3, 2014	Date Amended: September 3, 2014	Resolution: 2014-19

1.0 PURPOSE

The purpose of the Town of Discovery Bay (TODB) Injury and Illness Prevention Program (IIPP) is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the TODB's safe work practices and that they are being followed by each employee.

The TODB is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, §3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers of the Town of Discovery Bay.

2.0 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with that task or job needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their respective employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

When hazards need to be identified & evaluated:

- i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- ii. During the accident investigation process.
- iii. When revealed during a routine inspection.
- iv. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
- v. Whenever the TODB is made aware of a new or previously unrecognized hazard.
- vi. When employee safety suggestions are made regarding a hazard.

This IIPP is not intended to cover all safety procedures at the TODB. The TODB has developed specific programs that may be found within each applicable department. These programs include, but are not limited to:

- Asbestos Management
- Codes of Safe Practices (or Standard Operating Procedures)
- Concrete Dust Generating Operations
- Confined Spaces
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hotwork
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Workplace Violence

3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS

3.1 EMPLOYER RESPONSIBILITIES

The TODB is responsible for providing the following under this IIPP:

- i. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed annually by management with any employee input taken into consideration.
- ii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP).
- iii. Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
- iv. Provide to employees required by this program and other related safety programs to prevent injury or illness.
- v. Use color codes, posters, labels or signs to warn employees of potential hazards.
- vi. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
- vii. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
- viii. Report immediately, but no longer than 8 hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
- ix. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.

- x. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

3.2 SAFETY COORDINATOR

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The Safety Coordinator for the TODB is Sue Heintz, the Town's Executive Assistant.

The Safety Coordinator's responsibilities include:

- i. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- ii. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
- iii. Working with Department Safety Coordinators and management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
- iv. Coordinating with Du-All Safety and/or other third party safety consulting company to provide support services.
- v. Working with safety committee/department management to ensure that safety training is scheduled. Document and maintain training records for each employee.
- vi. Working with management and the safety committee to respond to employee safety suggestions and reports of hazardous conditions.
- vii. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

3.3 SAFETY COMMITTEE

The safety committee is comprised of the Safety Coordinator and Department Safety Coordinators. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and a list of those individuals serving on the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

- i. Attend safety committee meetings.
- ii. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
- iii. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- iv. Support good housekeeping standards and cleanliness at the TODB.
- v. Report to the safety committee any safety suggestion or hazardous condition brought to their attention.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- vii. Recognize employee who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

3.4 DEPARTMENT COORDINATORS

The department/division coordinators are found in Appendix C. Department Safety Coordinators are responsible for the following:

- i. Ensure that there is someone available onsite to assume safety responsibilities in their absence. E.g. Department Safety Coordinator alternate.
- ii. Be a member of, and active participant in, Safety Committee meetings. Responsibilities include those listed above in Section 3.3.

3.5 MANAGERS, SUPERVISORS, FIELD SUPERVISORS, CREW LEAD WORKERS

All personnel responsible for employee supervision shall:

- i. Ensure that his/her employees are following all established and customary safety procedures and policies.
- ii. Be current on all safe work practices.
- iii. Ensure that employees are wearing all required personal protective equipment (PPE).
- iv. Not direct employees to perform tasks for which they have not received proper training.
- v. For those employees who work under construction orders (Section 3.7.2), conduct “tailgate” or “toolbox” safety meetings at least every 10 working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness.
- vi. Report any injury or near miss (non-injury incidents) to Carol McCool, the Administrative Assistant.
- vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, coordinate with the Safety Coordinator to ensure that said employee receives make-up training prior to the covered job assignment.
- viii. Understand and be aware of all hazards associated with all established and customary job assignments.

3.6 ADMINISTRATION AND HUMAN RESOURCES

Administration will be coordinated by Richard Howard, General Manager. Those responsibilities include:

- i. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
- ii. Maintain required OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout the TODB so that employees may have easy access to the summary.
- iii. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.
- iv. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- v. Maintain all medical surveillance and other Cal/OSHA related documentation. Provide medical examinations when required by Cal/OSHA standards and annually tell employees how they may access their medical records.
- vi. Disciplining employees for failure to comply with safe and healthful work practices.

3.7 EMPLOYEES

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees’ responsibilities for safety include:

- i. Attend all required safety classes. This includes participating and being attentive.
- ii. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
- iii. Follow the TODB's established safety policies, procedures and programs.
- iv. Immediately report any unsafe or potentially dangerous situation so that the situation may be abated.
- v. Immediately report all injuries and near misses to their supervisor.
- vi. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
- vii. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
- viii. Encourage fellow employees to constantly maintain a safety "mindset".

3.8 JOB CLASSIFICATIONS

At the TODB, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *"When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO."*

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field personnel could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

3.8.1 General Industry Safety Orders (GISO)

Examples of work that would be considered falling under the GISO may include:

- i. General administration
- ii. Custodial work
- iii. Gardening & Landscaping
- iv. Warehouse /Storage
- v. General driving

3.8.2 Construction Safety Orders (CSO)

Examples of work that would be considered falling under the CSO may include:

- i. Carpentry
- ii. Electrical
- iii. Painting and/or Plastering
- iv. Plumbing

4.0 CODE OF SAFE PRACTICES

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in an environment, or with construction equipment safely.

Note that although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of the TODB’s IIPP, it will refer to safe work rules used for both Construction and General Industry work.

Some departments at the TODB may have specific work practices that are unique to that department. Supervisors and managers of each department should evaluate the hazards associated within their department and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task.

Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

- i. The Code of Safe Practices must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practice should be reviewed at least annually by each department.
- ii. When the Code of Safe Practices is updated, workers must be trained and/or alerted by their respective managers, supervisors, etc. to the new hazard and the new proper safe practice(s) being implemented.

All Code of Safe Practices may be found in the binder titled “Code of Safe Practices” located at the main Town Office, located at 1800 Willow Lake Road. Department Manager’s may also have a copy in their possession; however, the official copy will be located at the Town Office.

5.0 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s).

Du-All Safety, the TODB’s safety consultant, shall conduct inspections of all facilities annually. High-hazard areas will be inspected periodically (at least twice a year) to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

Managers and Supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.

- i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
- ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the TODB will remove all exposed workers from the area except those necessary to correct the existing condition.
- iii. Workers correcting any hazardous condition shall be provided with the necessary protection.
- iv. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
- v. If any employee fails to follow the Town of Discovery Bay's safety procedures, the employee's supervisor should:
 - vi. Inform the employee of the violation.
 - vii. Inform or remind the employee of the correct procedure.
 - viii. Ask the employee to comply and correct the violation(s).
 - ix. Remind the employee of the Town of Discovery Bay's disciplinary policy.
 - x. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
 - xi. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
 - xii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

SAFETY RISK ASSESSMENT CODE

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

The correction protocol that is used may include one or more of the following:

- i. Engineering control (i.e. cones, flags, lights, etc);
- ii. Personal Protective Equipment (PPE);
- iii. Administrative control (i.e. no cell phone use while driving or flagging);
- iv. New safety rules; and/or
- v. Employee training.

Required Inspection Frequency

Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms may be found in the main office. All applicable forms should be completed in a timely manner and given to Carol McCool. The forms that are included in the packet are:

- i. Supervisor's Investigation of Employee Injury Form
- ii. Employee's Report of Job Injury
- iii. Witness to a Job Related Injury
- iv. Employer' Report of Occupational Injury or Illness (5020)
- v. Worker's Compensation Claim Form (DWC1)

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

6.2 SERIOUS INJURY REPORTING TO CAL/OSHA

The TODB shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness.

A serious injury is defined as: an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

Exception: An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.

6.2.1 REPORTING PROCEDURE

Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee. The Manager or Supervisor priority is to provide medical attention to the injured employee. Management will then notify Administration/Human Resources of the injury/illness/fatality. Administration/Human Resources will then determine if the injury/illness is serious and if so, call and report it to Cal/OSHA. If the Manager or Supervisor is unable to talk with the Rich Howard or Carol McCool, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury/illness or fatality at:

Concord District Office

1450 Civic Court, Suite 525
Concord, CA 94520
(925) 602-6517

- I. If a contract employee is injured while performing work on behalf of the TODB, the contractor's employer must notify Cal/OSHA within statutory reporting guidelines.
- ii. When making notification, the reporting party shall include the following information, if available:
 - a) Time and date of accident.
 - b) Employer's name, address and telephone number.
 - c) Name and job title, or badge number of person reporting the accident.
 - d) Address of site of accident or event.
 - e) Name of person to contact at site of accident.
 - f) Name and address of injured employee(s).
 - g) Nature of injury.
 - h) Location where injured employee(s) was (were) moved to.
 - i) List and identity of other law enforcement agencies present at the site of accident.
 - j) Description of accident and whether the accident scene or instrumentality has been altered.

6.3 CAL/OSHA RECORD KEEPING

- I. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300.
- ii. Management shall also complete the Cal/OSHA Form 301.

6.4 GENERAL SAFETY RECORD KEEPING

The Safety Coordinator office will keep records of documented safety and health training including:

- I. Documented accident, injury and illness investigations including the completed form(s).
- II. Safety Committee meeting minutes.
- III. Disciplinary records.
- IV. Inspection reports and corrective actions.
- V. Safety suggestions (Appendix H).
- VI. Accident reports and medical surveillance documents.

6.5 RECORDS RETENTION

The legally mandated minimum records retention durations are provided in Appendix E.

7.0 COMMUNICATION

Communication is an important part of the IIPP. The TODB management believes the best way to maintain the safety "mind set" is through the following means:

- a. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- b. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms are located:
 - Community Center Staff Room
 - Town Hall Break Room
- c. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and provided in the safety committee meeting minutes as posted on the safety bulletin board.
- d. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- e. A standing Safety Committee meets the third Wednesday of each month at 10:30 AM. The Charter for the committee may be found in Appendix B.
- f. Because there is no construction work typically performed by employees of the Town, field staff are not required to conduct "toolbox" or "tailgate" safety meetings every 10 working days. The Town's contractor, Veolia Water does provide construction services on Town property. As such, Town Operations employees are encouraged to participate in the Veolia "tailgate" safety meetings if the subject is pertinent to their respective functions.
- g. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- h. Report any injury or near miss (non-injury related accident) to the next highest supervisor who will then forward any report to Human Resources.

8.0 TRAINING

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- i. Safety procedures and policies.
- ii. Procedures to document and record workplace injuries or illnesses.
- iii. Employee and management responsibilities towards safety.
- iv. The Town of Discovery Bay's disciplinary policy.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.

Training is provided:

- i. To all employees and those given new job assignments for which training has not yet been received.
- ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- iii. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to the Safety Coordinator.

9.0 ENFORCEMENT PROCEDURES

Employees who fail to comply with the Town of Discovery Bay's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees are referred to their management or Administration regarding the Town of Discovery Bay's disciplinary policies and procedures, as found in the Personnel Manual.

DRAFT



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-19

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING AN INJURY AND ILLNESS PREVENTION PROGRAM
AND POLICY PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 8**

WHEREAS, The Town of Discovery Bay is required to have a Injury and Illness Prevention Program pursuant to the California Code of Regulations, Title 8, §3203; and

WHEREAS, On September 18, 2008 the Board adopted Resolution No. 2008-11 establishing an Injury and Illness Prevention Program (IIPP) for the Town of Discovery Bay; and

WHEREAS, it is appropriate to update and modify the IIPP as time and requirements dictate;

WHEREAS, it is prudent to adopt a new IIPP pursuant to California Code of Regulations, Title 8, §3203, and incorporate the IIPP as a part of this Resolution.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Resolution No. 2008-11 is hereby rescinded.

SECTION 2. That the adopted IIPP is to be made a part of this action in its entirety.

SECTION 3. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY of September, 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 3, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Carol McCool, Administrative Assistant, Board Clerk

Submitted By: Rick Howard, General Manager

Agenda Title

Agency Comment Request – Development Plan Application – DP14-3031 – Bolinas Place

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input to modify a Development Plan DP86-3001 to merge two lots and to allow an oversize accessory building located at 3990 Bolinas Place, south side of Bolinas Place, east of Newport Drive, APN Numbers - 008-470-025 and 008-470-026.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Agency Comment Request – DP14-3031

AGENDA ITEM: G-4



CONTRA COSTA COUNTY
 Department of Conservation & Development
 Community Development Division

DEVELOPMENT PLAN APPLICATION

TO BE COMPLETED BY OWNER OR APPLICANT

PROPERTY OWNER(S)

Name Jean & Steve Johnson
 Address 3990 Bolinas Place
 City, State/Zip Discovery Bay, CA 94505
 Phone 925-787-9968 email stevedics-insuranceclaims.com

APPLICANT

Name Steve Johnson
 Address same
 City, State/Zip
 Phone _____ email _____

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs.

Check here if billings are to be sent to applicant rather than owner.

Owner's Signature [Signature]

By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.

Applicant's Signature _____

CONTACT PERSON (optional)

Name _____
 Address _____
 City, State/Zip _____
 Phone _____ email _____

PROJECT DATA

See attached but line adj. application
 Total Parcel Size: _____
 Proposed Number of Units: 1
 Proposed Square Footage: 1450 addition to current house
 Estimated Project Value: \$500

Project description (attach supplemental statement if necessary):

FOR OFFICE USE ONLY

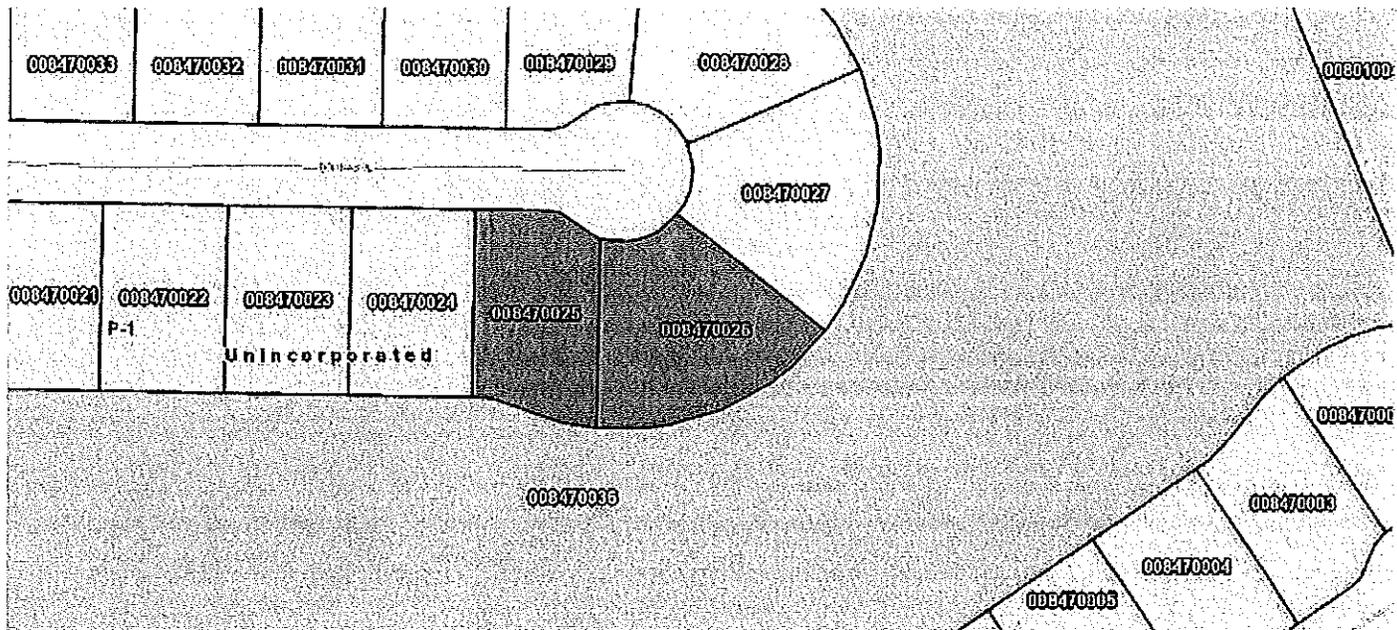
Project description: APPLICATION FOR A DEVELOPMENT PLAN TO MODIFY DEVELOPMENT PLAN DP86-3001 TO MERGE TWO LOTS AND TO ALLOW AN OVERSIZE ACCESSORY BUILDING.

Property description: SOUTH SIDE OF BOLINAS PLACE EAST OF NEWPORT DRIVE

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: <u>DISCOVERY BAY</u>	*Base Fee/Deposit	\$1000.00	S-039B	008-470-025-026
Fire District: <u>EAST CONTRA COSTA</u>	Late Filing Penalty (+50% of above if applicable)		S-066	Site Address: <u>3990 BOLINAS PL</u>
Sphere of Influence:	#Units _____ x \$195.00		S-014	Zoning District: <u>P-1 (DISCOVERY BAY)</u>
Flood Zone: <u>B/AE</u>	_____ Sq. Ft. x \$0.20			Census Tract: <u>304000, 998</u>
Panel Number:	Notification Fee	15.00/ 30.00	S-052	Atlas Page: <u>N-28</u>
x-ref Files: <u>DP86-3001</u>	Fish & Game Posting (if not CEQA exempt)	75.00	S-048	General Plan: <u>SM</u>
	Environmental Health Dept.	57.00	5884	Substandard Lot: YES <input type="checkbox"/> NO <input type="checkbox"/>
	Other:			Supervisory District: <u>3</u>
Concurrent Files: <u>LL14-0030</u>	TOTAL	\$1,162.00		Received by: <u>STAN MURADKA</u>
	Receipt #	<u>CD14-006959</u>		Date Filed: <u>08/05/14</u>
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File # <u>DP14-03031</u>

INSTRUCTIONS ON REVERSE

Zoning: P-1 (Discovery Bay)

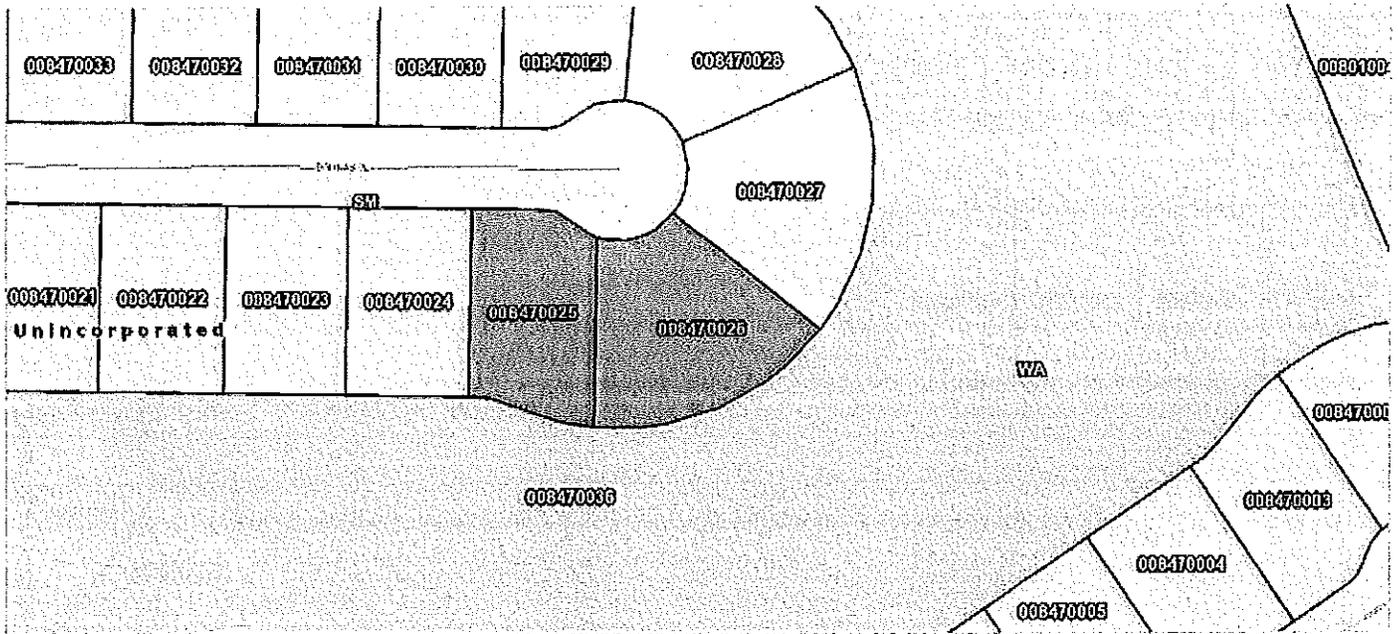


50 ft

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Notes: 3990 Bolinas Place
APN: 008-470-025, -026

General Plan: SM

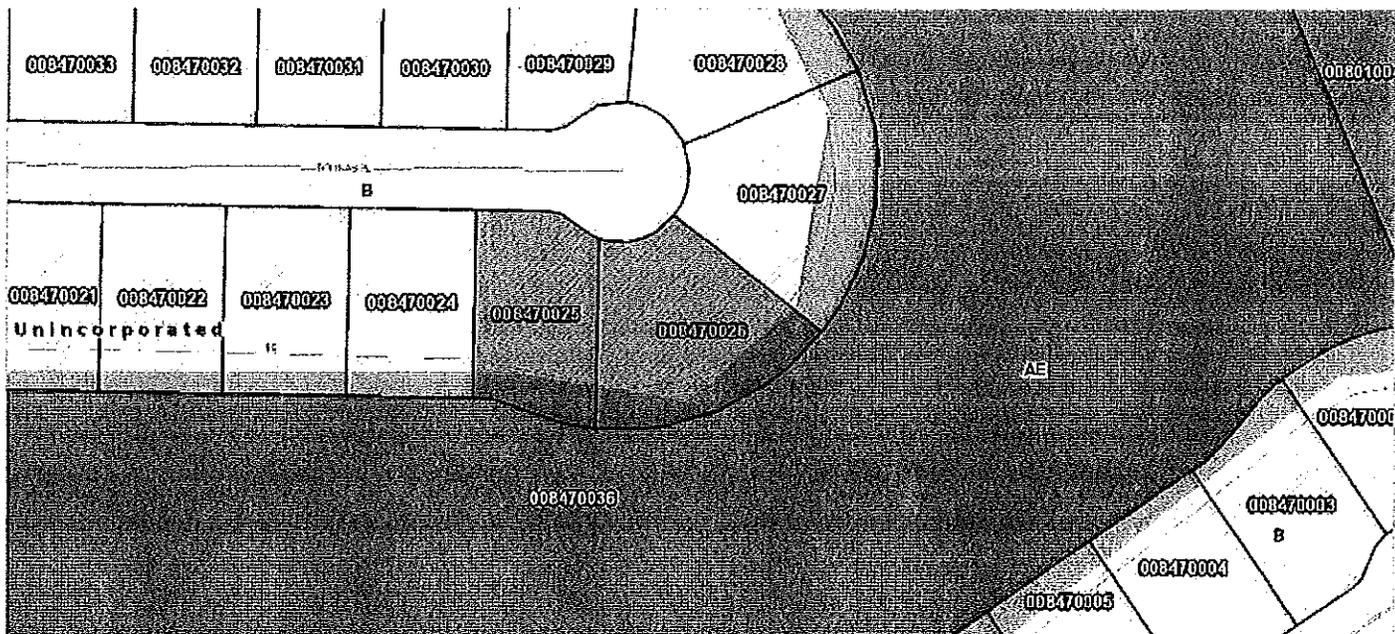


50 ft

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Notes: 3990 Bolinas Place
APN: 008-470-025, -026

Flood Zone: B / AE



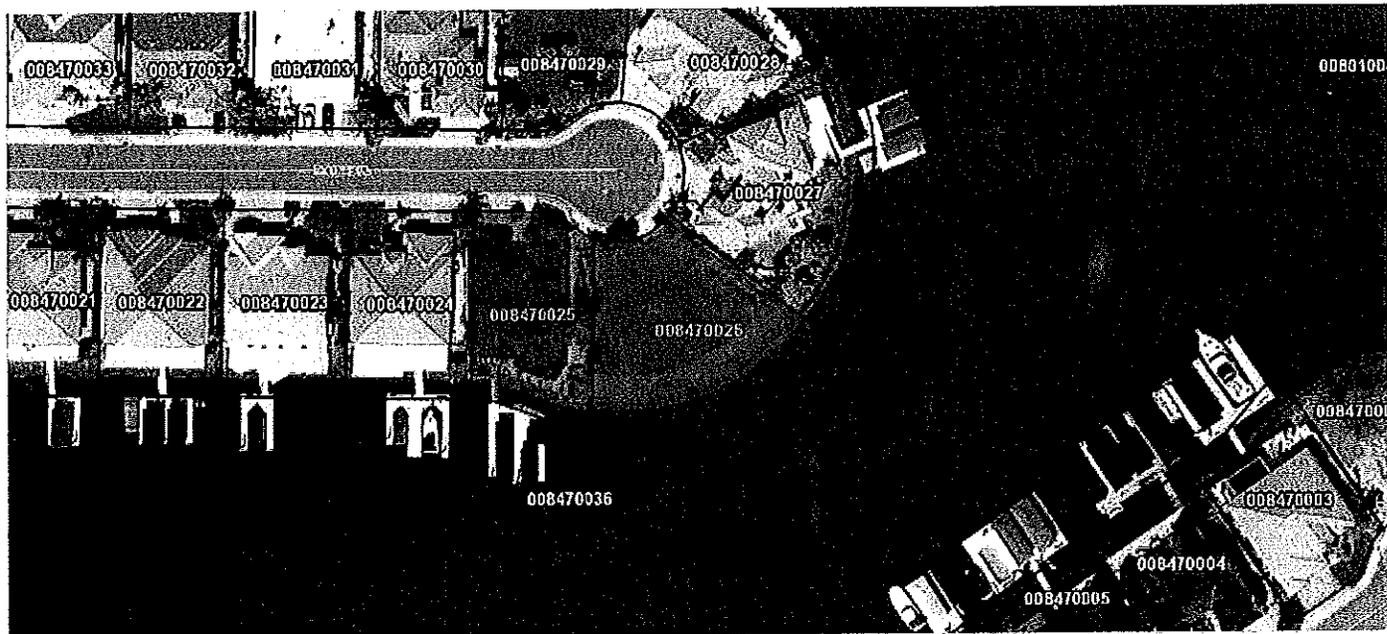
50 ft

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Notes: 3990 Bolinas Place

APN: 008-470-025, -026

Aerial Photo (2008)



50 ft

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Notes: 3990 Bolinas Place

APN: 008-470-025, -026



P. O. Box 2027
Menlo Park, CA
94026

Telephone (202) 474-8335
Fax (202) 474-8322
E-mail: bnc@ppsc.com
Web Site: www.ppsc.com

Professional Engineer/Architect

Professional Engineer/Architect
No. 12345
No. 12345
No. 12345

Structural Engineer
VOLUNTARY MEMBER & ASSOCIATE
1001 16th Street, Suite 100
Menlo Park, CA 94026
PHONE: (202) 474-8335
FAX: (202) 474-8322

Electrical Contractor
CONTRACTOR LICENSE # 12345
P. O. Box 4788
San Jose, CA 95128
PHONE: (408) 456-1234
FAX: (408) 456-1234

Types Manufacture
No. 12345
No. 12345
No. 12345

The Johnson Residence
3990 Bolinas Place
Discovery Bay, CA

Steve & Jean Johnson
3990 Bolinas Place
Discovery Bay, CA

Revision	Date

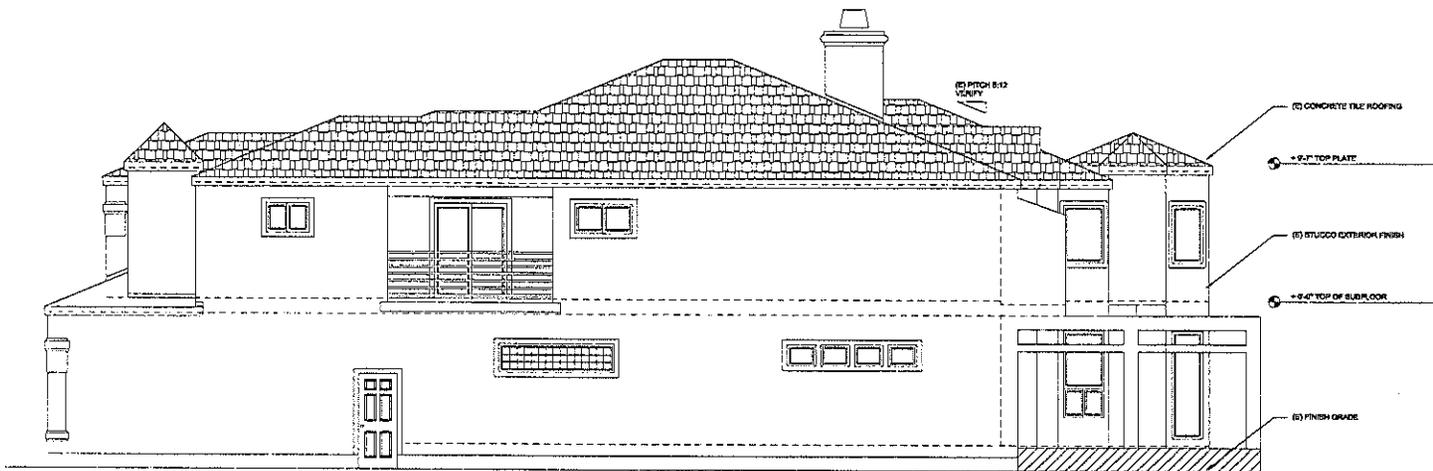
Office:
Drawing by: RLR
Checked by: RLR
Project: 3/16/14
Job No: -

Site Profile

A1.2
D#



LEFT ELEVATION



RIGHT ELEVATION



P. O. Box 2377
Marina, CA
95338

Telephone (209) 474-8335
Fax (209) 474-8908
E-mail: info@jps.com
Web Site: www.jps.com

GENERAL CONTRACTOR

NAME: _____
PHONE: _____
FAX: _____

STRUCTURAL ENGINEER

WALTER HARRIS ASSOCIATES
1025 15th Street, Suite 101
San Francisco, CA 94103
PHONE: (415) 774-1111
FAX: (415) 774-1111

ENERGY CONSULTANT

GREEN SOURCE ENERGY
P.O. Box 4728
San Jose, CA 95128
PHONE: 408-284-0000
FAX: 408-284-0074

TRUCK INSURANCE

NAME: _____
PHONE: _____
FAX: _____

The Johnson Residence
3890 Bolinas Place
Discovery Bay, CA

Steve & Jean Johnson
3890 Bolinas Place
Discovery Bay, CA

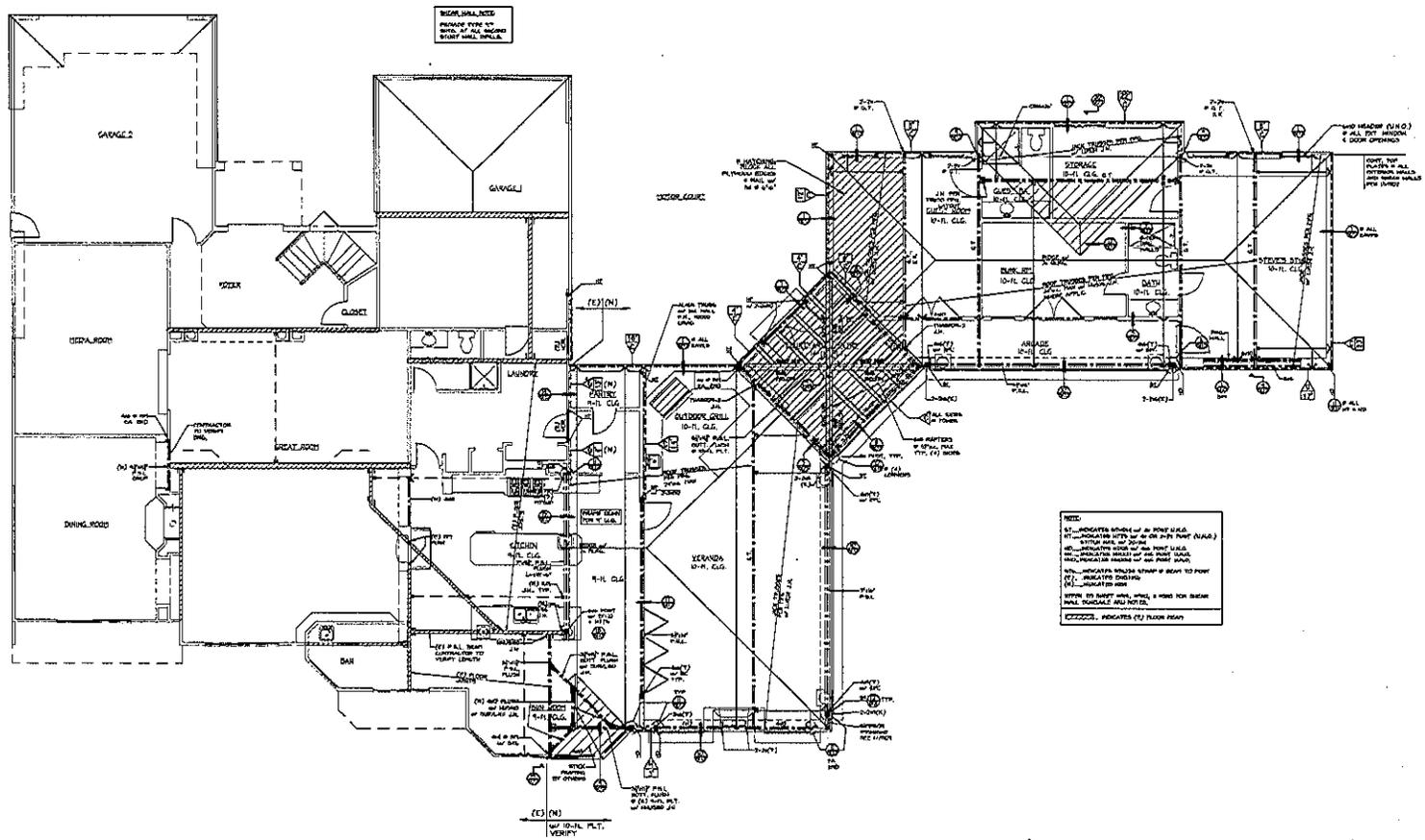
ARCHITECTURAL DRAWING

Revision	Date

Drawn by: BJL
Checked by: BJL
Scale: 1/8"=1'-0"
Job No: _____

Existing Left & Right Elevations

A3.2
D#



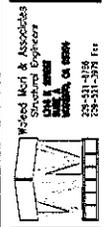
LOWER ROOF / FLOOR FRAMING PLAN

SCALE: 1/8" = 1'-0"

BEAM, WALL, JOIST
INDICATE TYPE OF
MEMBER, ALL DIMENSIONS
SHOWN UNLESS NOTED

NOTE

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Richard Mori & Associates
Structural Engineers
1001 1st Street
San Francisco, CA 94107
Tel: 415-398-1100
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JOHNSON RESIDENCE
3980 BOLINAS PLACE
DISCOVERY BAY, CA



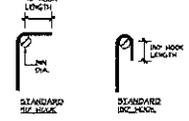
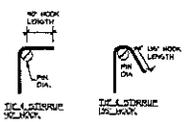
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DATE:
MAR. 2014
PROJECT No.:
14-054
SHEET No.:

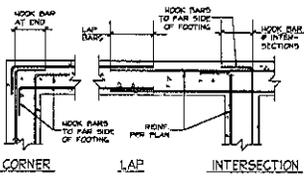
S2

BAR SIZE	MIN. PIN DIA.	MIN. HOOK LENGTH	MIN. 90° HOOK LENGTH	T45 BAR LAP LENGTH
#3 10MM	1 1/8"	3"	3"	3"
#4 13MM	2"	3"	3"	3"
#5 16MM	2 1/2"	3"	3"	3"

BAR SIZE	MIN. PIN DIA.	MIN. HOOK LENGTH	MIN. 90° HOOK LENGTH
#3 10MM	2"	4 1/2"	3"
#4 13MM	3"	6"	3"
#5 16MM	3 1/2"	7 1/2"	3"



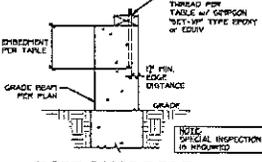
BAR BENDS



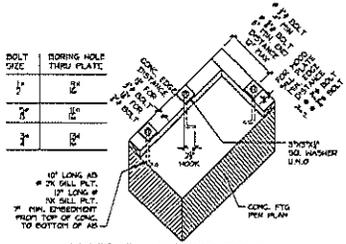
BAR SIZE	MIN. PIN DIA.	MIN. HOOK LENGTH	T45 BAR LAP LENGTH
#4 13MM	3"	6"	36"
#5 16MM	3 1/2"	7 1/2"	54"

16 TYP. FOOTING REIN. @ INTERSECT & CORNERS

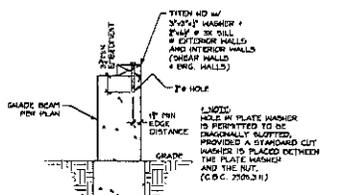
HOLDOWN TYPE	MIN. PIN DIA.	MIN. HOOK LENGTH	MIN. 90° HOOK LENGTH
HTR / STRUM	2"	3"	3"
HOOK	2"	3"	3"



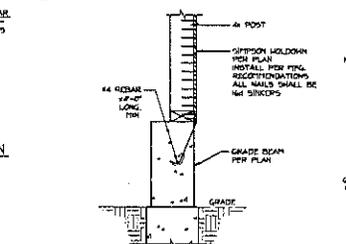
15 HOLDDOWN BOLT RETROFIT



14 TYPICAL ANCHOR BOLT LAYOUT

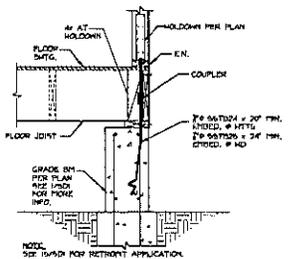


13 A.B. RETROFIT

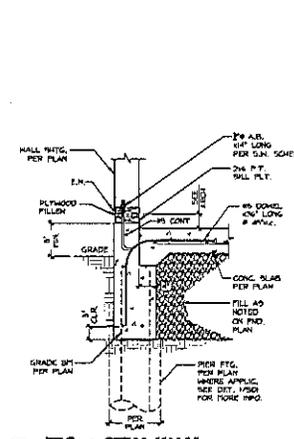


10 FIG. STEM WALL

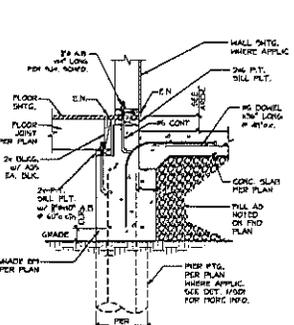
12 STHD4 HOLDOWN



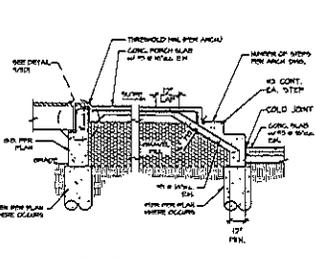
11 TYPICAL HOLDOWN



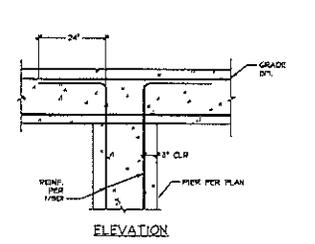
10 FIG. STEM WALL



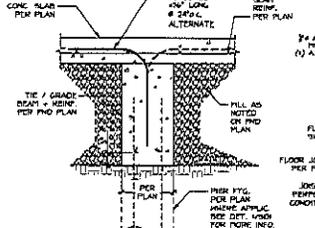
9 TYPICAL FIG. @ P.R. SYSTEM TO SLAB TRANSITION



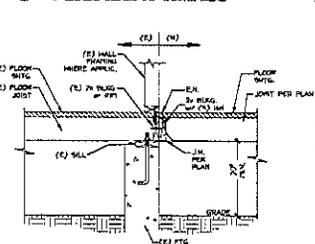
8 LANDING & STAIR SECTION



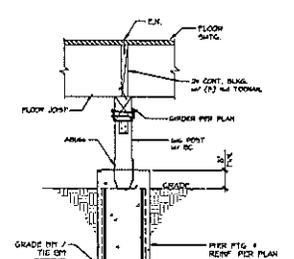
16 TYP. FOOTING REIN. @ INTERSECT & CORNERS



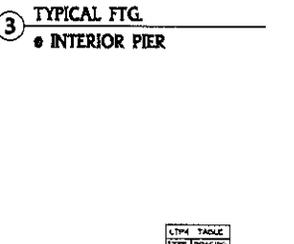
5 FLOOR FRAMING @ FIG. / FRAMING



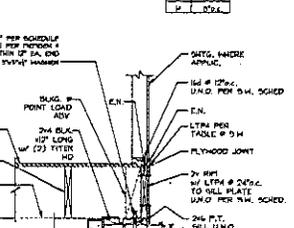
1 TYPICAL EXT. FOOTING



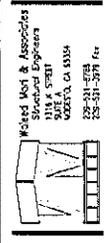
16 TYP. FOOTING REIN. @ INTERSECT & CORNERS



5 FLOOR FRAMING @ FIG. / FRAMING



1 TYPICAL EXT. FOOTING

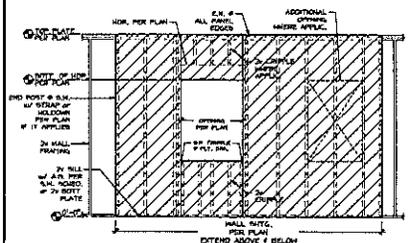


JOHNSON RESIDENCE
 3980 BOLINAS PLACE
 DISCOVERY BAY, CA
 STRUCTURAL DETAILS

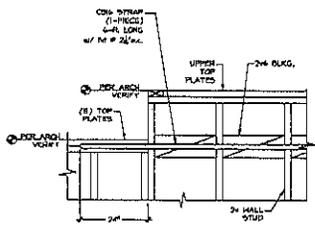
NO.	DATE	DESCRIPTION

DATE: MAR. 2014
 PROJECT NO.: 14-054
 SHEET NO.:

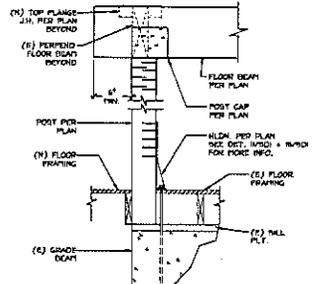
SD1



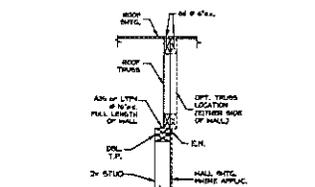
20 PERFORATED SH. WALL



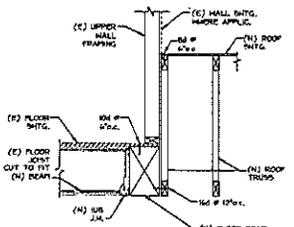
19 DRAG STRUT
• DIFFERENT PLATE HT.



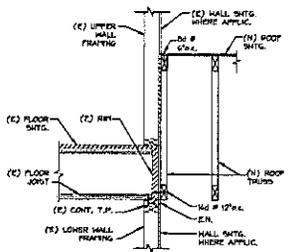
18 BEAM TO POST CONNECTION



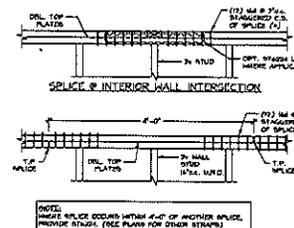
17 SHEAR TRANSFER
• TRUSS PARALLEL W/ WALL



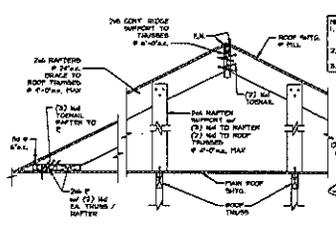
15 SHEAR TRANSFER
• (B) FLOOR / (N) LOWER ROOF



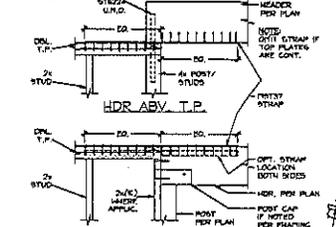
14 SHEAR TRANSFER
• (B) FLOOR / (N) LOWER ROOF



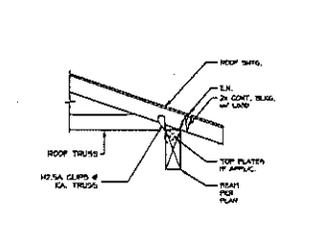
13 TOP PLATE SPLICE
• EXTERIOR WALLS AND SHEAR WALLS



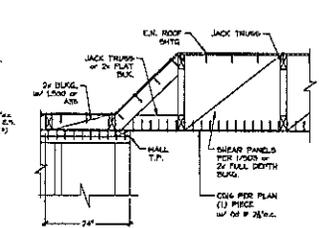
12 TYP. CALIF. FRAMING



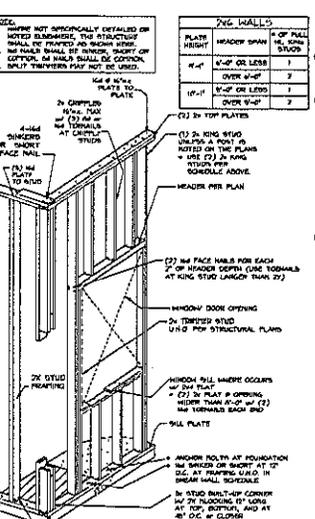
11 HEADER FLUSH W/ WALL



10 SHEAR TRANSFER
• EAVE



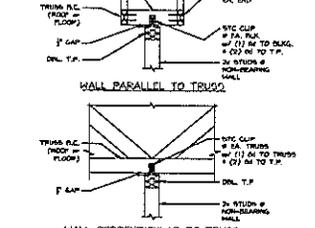
9 DRAG STRUT
W/ CHG STRAP



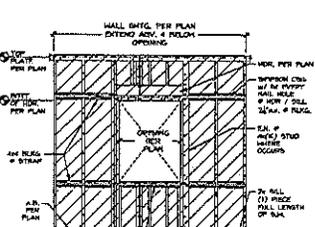
7 TYPICAL WALL FRAMING



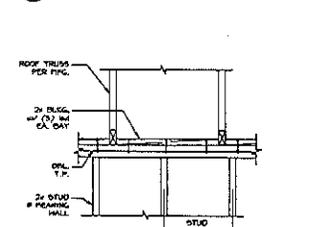
5 TYPICAL NON-BEARING WALL CONNECTION
• TOP CONDITION



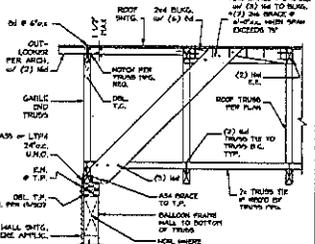
3 FRAMING
• INT. BRG. WALL



4 SPECIAL SHEAR WALL

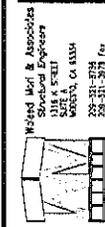


2 SHEAR TRANSFER
• GABLE



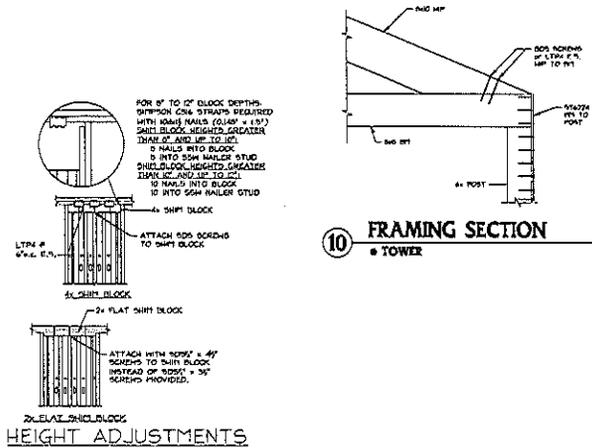
1 SHEAR TRANSFER
• EAVE

PLATE HEIGHT	HEADER SPAN	# OF WALL STUDS
4'-0" OR LESS	4'-0" OR LESS	1
4'-0" OR LESS	4'-0" OR LESS	2
4'-0" OR LESS	4'-0" OR LESS	3



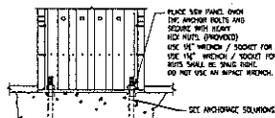
JOHNSON RESIDENCE
3980 BOLINAS PLACE
DISCOVERY BAY, CA
STRUCTURAL DETAILS

DATE: MAR. 2014
PROJECT No.: 14-054
SHEET No.: SD2

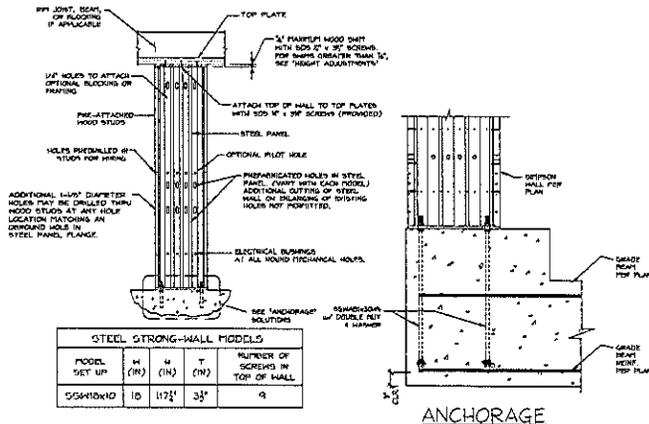


10 FRAMING SECTION
• TOWER

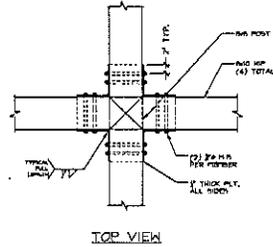
HEIGHT ADJUSTMENTS



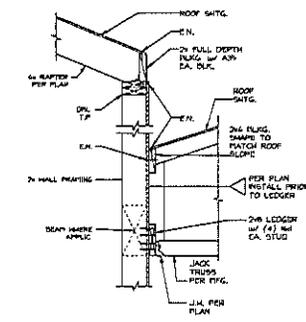
STRONG-WALL ON CONCRETE



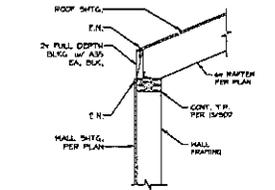
17 STEEL STRONG-WALL: INSTALLED ON CONCRETE FTG.



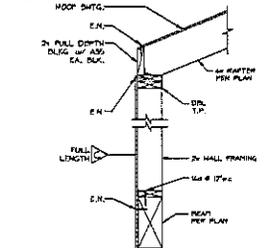
9 FRAMING SECTION
• TOWER



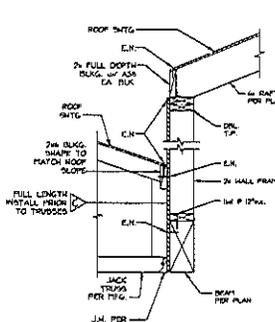
8 SHEAR TRANSFER
• TOWER



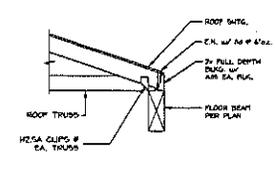
7 SHEAR TRANSFER
• TOWER



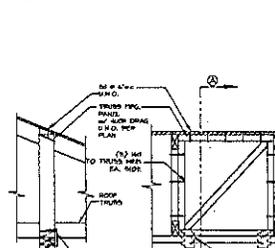
6 SHEAR TRANSFER
• TOWER



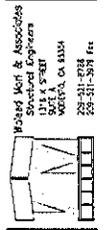
5 SHEAR TRANSFER
• TOWER



4 SHEAR TRANSFER
• TOWER

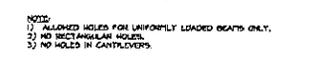
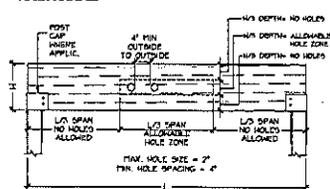
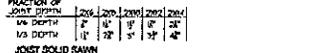
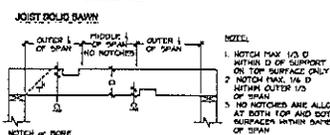
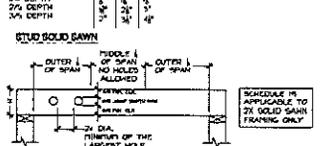
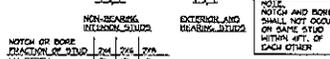
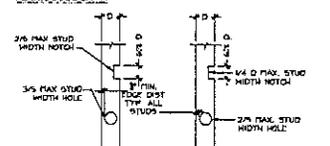
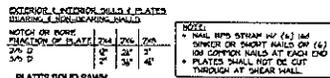
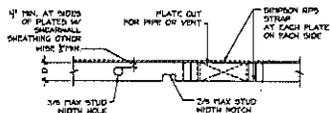


1 SHEAR PANELS
• TOWER



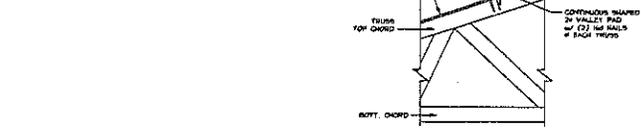
JOHNSON RESIDENCE
3880 BOLINAS PLAZA
DISCOVERY BAY, CA
STRUCTURAL DETAILS

DATE: MAR. 2014
PROJECT No.: 14-054
SHEET No.: SD3

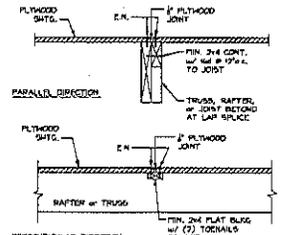


BEAMS, SOLID SAWN, GLUED LAMINATED, & MANUFACTURED P.S.I., F.L.V.L.

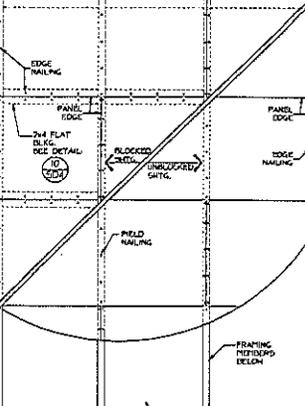
16 TYP. BORE & NOTCH



11 VALLEY PAD CONNECTION & CALIFORNIA FRAMING

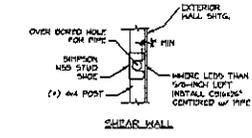


10 BLOCKING AT PLYWOOD EDGES



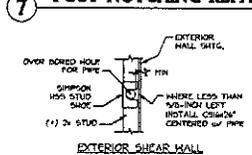
GENERAL NOTES:
 1. THE SIZE OF PLYWOOD SHEET SHALL BE 7'-0" x 7'-0"
 2. USE PLAN FOR PLYWOOD THICKNESS AND NAILING
 3. USE 2x4 BLOCKING TO BRIDGE WALLS ACROSS PERPENDICULAR TO JOISTS OR RAFTERS
 4. WALL FOOT BRACING SHALL BE 2x4 AND SHALL NOT BE BRIDGED THROUGH THE OUTER PLY.
 5. CONTINUED BLOCKING PANELS SHALL RECEIVE EDGE NAILING (CLOSED SHIMS ONLY)
 6. STRAPTED JOINTS 2x2 OR 2x4 SHOWN
 7. ALL JOISTS AND RAFTERS SHALL BE LAID OUT IN A 4'-0" MODULE TO CORRELATE WITH PLYWOOD PLAN
 8. NAILING TYPE AND PATTERN AS NOTED ON PLANS
 9. SEE TYPICAL HOLD-DOWN PLYWOOD AT PLUMBING WALLS
 10. WHERE JOISTS OR RAFTERS LAP SPICES OCCUR AND PLYWOOD JOINTS IN CONTIGUOUS WALLS, JOINTS SHALL BE STAGGERED

9 TYP. ROOF / FLOOR DIAPHRAGM LAYOUT



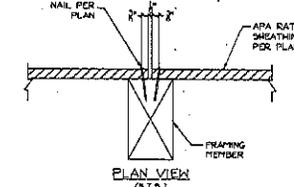
NOTE:
 IF 2x4 MAX HOLE IS DRILLED AT CENTER OF STUD, STUD GAUGE OR STRAP IS NOT REQUIRED FOR ALL LARGER HOLES STUD GAUGE IS REQUIRED

7 POST NOTCHING REPAIR

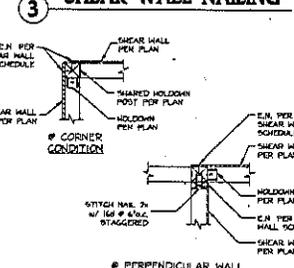


NOTE:
 IF 2x4 MAX HOLE IS DRILLED AT CENTER OF STUD, STUD GAUGE OR STRAP IS NOT REQUIRED FOR ALL LARGER HOLES STUD GAUGE IS REQUIRED

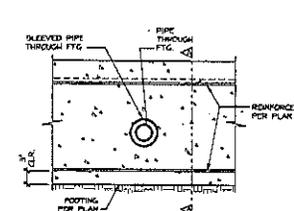
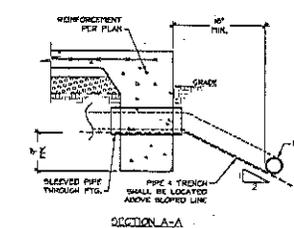
6 STUD NOTCHING REPAIR



3 SHEAR WALL NAILING



2 SHARED HOLD-DOWN



1 PIPE THROUGH FOOTING

NOTE:
 ALL PIPES SHALL BE ENCLOSED WITH A PVC SLEEVE 2" LARGER THAN PIPE OUTER DIA.
 PLYWOOD BRIDGED INTO CORN. SHALL HAVE FLOORING COMPLETE @ ENTICED POINTS.
 NO PIPE TO RUN PARALLEL IN FOOTING, ALL PIPES TO HAVE 2" CLR. TO REINFORCEMENT.
 CLEARANCE SHALL BE MAINTAINED BETWEEN PIPES.



JOHNSON RESIDENCE
 3880 BOLINAS PLACE
 DISCOVERY BAY, CA
 STRUCTURAL DETAILS

REVISIONS

DATE: MAR. 2014
 PROJECT NO.: 14-054
 SHEET NO.: SD4

PERFORMANCE CERTIFICATE: Residential (Part 1 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

FIELD INSPECTION ENERGY CHECKLIST

Yes No N/A NA N/A

INSULATION

Construction Type	Depth (in)	Material	Status
Attic	1.5	None	Fail
Basement	1.5	None	Fail
Exterior Walls	1.5	None	Fail
Interior Walls	1.5	None	Fail
Floors	1.5	None	Fail
Roof	1.5	None	Fail

VENTILATION

Orientation	Area (sq ft)	Factor	SHGC	Overhang	Shading	Status
North	100	0.1	0.1	0.1	0.1	Pass
South	100	0.1	0.1	0.1	0.1	Pass
East	100	0.1	0.1	0.1	0.1	Pass
West	100	0.1	0.1	0.1	0.1	Pass

HVAC SYSTEMS

System	Min. BTU	Coilings	Min. BTU	Thermostat	Status
Central Air	10000	Yes	10000	Yes	Pass
Boiler	10000	Yes	10000	Yes	Pass

HVAC DISTRIBUTION

Location	Heating	Cooling	Duct Location	Duct R-Value	Status
Living Room	Yes	Yes	Attic	1.5	Fail
Bedroom	Yes	Yes	Attic	1.5	Fail

WATER HEATING

System	Capacity	Min. BTU	Distribution	Status
Water Heater	40	10000	Yes	Pass

PERFORMANCE CERTIFICATE: Residential (Part 1 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

FIELD INSPECTION ENERGY CHECKLIST

Yes No N/A NA N/A

INSULATION

Construction Type	Depth (in)	Material	Status
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South	100	0.1	0.1	0.1	0.1	Pass
East	100	0.1	0.1	0.1	0.1	Pass
West	100	0.1	0.1	0.1	0.1	Pass

HVAC SYSTEMS

System	Min. BTU	Coilings	Min. BTU	Thermostat	Status
Central Air	10000	Yes	10000	Yes	Pass
Boiler	10000	Yes	10000	Yes	Pass

HVAC DISTRIBUTION

Location	Heating	Cooling	Duct Location	Duct R-Value	Status
Living Room	Yes	Yes	Attic	1.5	Fail
Bedroom	Yes	Yes	Attic	1.5	Fail

WATER HEATING

System	Capacity	Min. BTU	Distribution	Status
Water Heater	40	10000	Yes	Pass

PERFORMANCE CERTIFICATE: Residential (Part 2 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

SPECIAL FEATURES INSPECTION CHECKLIST

Yes No N/A NA N/A

HERS REQUIRED VERIFICATION

HERS Report No: **12345** Date: **10/26/2014**

Inspector Name: **John Doe** License No: **12345**

PERFORMANCE CERTIFICATE: Residential (Part 3 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

BUILDING COMPLIES - NO HERS VERIFICATION REQUIRED

HERS Report No: **12345** Date: **10/26/2014**

Inspector Name: **John Doe** License No: **12345**

STATEMENT OF COMPLIANCE

The undersigned hereby certifies that the information is accurate and complete.

Inspector Name: **John Doe** License No: **12345**

CERTIFICATE OF COMPLIANCE: Residential (Part 4 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

ENERGY EFFICIENCY DATA

System	Model	Capacity	Efficiency	Status
Central Air	Model A	10000	13.0	Pass
Boiler	Model B	10000	80.0	Pass

VENTILATION DATA

Orientation	Area (sq ft)	Factor	SHGC	Overhang	Shading	Status
North	100	0.1	0.1	0.1	0.1	Pass
South	100	0.1	0.1	0.1	0.1	Pass
East	100	0.1	0.1	0.1	0.1	Pass
West	100	0.1	0.1	0.1	0.1	Pass

HVAC SYSTEMS DATA

System	Min. BTU	Coilings	Min. BTU	Thermostat	Status
Central Air	10000	Yes	10000	Yes	Pass
Boiler	10000	Yes	10000	Yes	Pass

HVAC DISTRIBUTION DATA

Location	Heating	Cooling	Duct Location	Duct R-Value	Status
Living Room	Yes	Yes	Attic	1.5	Fail
Bedroom	Yes	Yes	Attic	1.5	Fail

WATER HEATING DATA

System	Capacity	Min. BTU	Distribution	Status
Water Heater	40	10000	Yes	Pass

CERTIFICATE OF COMPLIANCE: Residential (Part 4 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

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South	100	0.1	0.1	0.1	0.1	Pass
East	100	0.1	0.1	0.1	0.1	Pass
West	100	0.1	0.1	0.1	0.1	Pass

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CERTIFICATE OF COMPLIANCE: Residential (Part 4 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

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East	100	0.1	0.1	0.1	0.1	Pass
West	100	0.1	0.1	0.1	0.1	Pass

HVAC SYSTEMS DATA

System	Min. BTU	Coilings	Min. BTU	Thermostat	Status
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Boiler	10000	Yes	10000	Yes	Pass

HVAC DISTRIBUTION DATA

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WATER HEATING DATA

System	Capacity	Min. BTU	Distribution	Status
Water Heater	40	10000	Yes	Pass

CERTIFICATE OF COMPLIANCE: Residential (Part 4 of 5) **CF-1R**

Project Name: **1400 S. 10th St. #100** City: **Phoenix** State: **AZ** Zip: **85004**

Inspector Name: **John Doe** License No: **12345** Date: **10/26/2014**

ENERGY EFFICIENCY DATA

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VENTILATION DATA

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East	100	0.1	0.1	0.1	0.1	Pass
West	100	0.1	0.1	0.1	0.1	Pass

HVAC SYSTEMS DATA

System	Min. BTU	Coilings	Min. BTU	Thermostat	Status
Central Air	10000	Yes	10000	Yes	Pass
Boiler	10000	Yes	10000	Yes	Pass

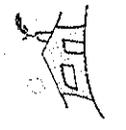
HVAC DISTRIBUTION DATA

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Bedroom	Yes	Yes	Attic	1.5	Fail

WATER HEATING DATA

System	Capacity	Min. BTU	Distribution	Status
Water Heater	40	10000	Yes	Pass

Call for more information
 Phoenix
 1-800-368-2222



Inspector: **John Doe**
 License No: **12345**
 Date: **10/26/2014**



DATE: 10/26/14
 JOB NO: 14-15262
 DRAWN BY: Energy Consultant
 SCALE: N/A
 SHEET: T-24.1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Ordinance No. 25 Establishing Emergency Drought Regulations in the Town of Discovery Bay

Recommended Action

That the Board enacts Emergency Drought Regulations Ordinance No. 25 as drafted and that all public noticing requirements shall be complied with.

Executive Summary

The Board of Directors considered the enactment of this Ordinance at their regular meetings of August 6 and 20, 2014, respectively.

The emergency drought rules include a prohibition on certain classes of water use, an order for all urban water suppliers to implement mandatory conservation measures, and an order for water suppliers with 3,000 or more service connections to provide monthly data on water production. Subsequently, proposed Ordinance No. 25 is drafted to fully comply with the new state Emergency Drought Regulations that became effective on July 28, 2014.

At the August 20 Board meeting public testimony was taken and the Board requested that consideration of that testimony be incorporated if allowed under the new state regulations. Staff contacted State Water Board staff in an effort to determine the legality of those possible considerations. The questions posed to the State Water Board staff (as requested by public testimony taken on August 20), and that response, are as follows:

- Q.** "A new home builder closes escrow on a newly constructed home. Due to the construction process, the driveway, walkway and sidewalk require a pressure washing prior to delivery. Is this acceptable under the new regulations?"

A. *Only if needed to address a health and safety need.*
- Q.** "That same home builder is required by County Ordinance, and the conditions of approval for the project stipulate that new front yard landscaping be installed prior to the certificate of occupancy being issued. The builder has chosen new sod to accomplish this task. Does the Town have the authority to allow for irrigation of new sod if it is for a limited period of time? For example, 4x/week for 4 weeks to establish the new sod (after the four weeks, it reverts back to the emergency regulations in place)?"

A. *This would depend on the conservation measures that city has in place. Since you don't have an UWMP plan the City can comply with the regulation by limiting outdoor irrigation to 2 days a week, in which case the contractor would only be able to irrigate 2 days per week. However, the regulations also allow the City to implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013. So the answer depends on how the City decides to comply with the regulation.*

Based upon the responses to question #1, above, pressure washing driveways is strictly prohibited under the new state regulations. Based upon the response to Question #2, above, the Town of Discovery Bay has not contemplated other mandatory conservation measures that would provide additional savings elsewhere and allow for the installation of new sod and necessary irrigation, as posed by the public on August 20. Subsequently, staff recommends that the ordinance be enacted as presented and as attached as a part of this report.

-Continued-

The Board also discussed and sought to increase the maximum penalty amount from \$100.00 to \$500.00. The proposed Ordinance has amended language that complies with the direction of the Board.

To promote water conservation statewide, the emergency regulations adopted by the State and proposed by this Ordinance prohibit each of the following, except in case of health or safety needs or to comply with a term or condition in a permit issued by a state or federal agency:

- The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
- The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- The application of potable water to driveways and sidewalks; The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system; and
- Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

Violations of the proposed Ordinance may result in a Notice of Violation issued by the Town of Discovery Bay to any person, business, association or other parties who fail to comply with any conditions of this Ordinance. Violations of this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25.00 for a first violation, a fine of \$50.00 for a second violation, and a fine of \$100.00 for each additional violation. After the third violation, fines in the amount of \$500.00 per day will be imposed until the violation is corrected.

The proposed Town of Discovery Bay Emergency Drought Regulations Ordinance conforms to the new state mandates.

This Ordinance will become effective on October 4, 2014.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

June 4, 2014 – Implementation of Voluntary 20% Water Reduction Directive

July 16, 2014 - Report to the Board on pending actions.

August 6, 2014 - Report to the Board on final actions and regulation by the state of California

August 20, 2014 – First Reading of Ordinance 25

Attachments

Ordinance No. 25 Emergency Drought Regulations

State Water Board Emergency Water Conservation Regulations Fact Sheet

Office of Administrative Law final Regulations



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Emergency Regulation Ordinance.

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District; to respond to the current drought crisis and other possible crises in the future; to authorize the Board of Directors to declare a water shortage emergency; and to regulate water usage with the District for the purpose of conserving severely limited water resources.

SECTION 3. Water Shortage Emergency Declaration

The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

A water shortage emergency declaration shall remain in effect until the Board of Directors finds and declares by resolution that the water shortage emergency condition has abated, has changed in degree, or no longer exists.

SECTION 4. Regulations

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
 - a. Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;

- b. Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
- c. All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.

SECTION 5. Enforcement

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

SECTION 6. Violation

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of this Ordinance. Failure to comply with any condition of this Ordinance after the issuance of a Notice of Violation shall be punishable by a fine of \$25 for a first violation, a fine of \$50 for a second violation, a fine of \$100 for a third violation, and a fine of \$500 for a fourth violation and any subsequent violation thereafter. Each day upon which any condition of this Ordinance is violated shall constitute a separate violation.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

SECTION 7. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 8. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 3rd day of September, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on September 3, 2014 by the following vote:

Mark Simon
Board President

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

Mandatory Water Conservation Regulation Go Into Effect

An [emergency regulation](#) to increase conservation practices for all Californians became effective July 29, 2014. The new conservation regulation targets outdoor urban water use. In some areas of the State, 50 percent or more of daily water use is for lawns and outdoor landscaping. This regulation establishes the minimum level of activity that residents, businesses and water suppliers must meet as the drought deepens and will be in effect for 270 days unless extended or repealed.

Prohibitions for ALL urban water users in California:

- The application of potable water to any driveway or sidewalk.
- Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures.
- Using a hose that dispenses potable water to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle.
- Using potable water in a fountain or decorative water feature, unless the water is recirculated. Recycled water is not mandated, but encouraged for fountain use.

Requirements for Urban Water Suppliers (serving >3000 connections):

- Implement water shortage contingency plans to a level where restrictions on outdoor irrigation are mandatory.
- Urban water suppliers without a plan, or without an adequate plan, must either mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.
- Report monthly water production beginning August 15. Include an estimate of the gallons per capita per day used by residential customers beginning with the October 15 report.

Requirements for Other Water Suppliers (serving <3000 connections):

- Mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.

Assessing Compliance

- Individual Prohibitions – evaluating alleged violations and taking enforcement action is primarily a local discretionary action.
- Water Suppliers – compliance will be evaluated based on multiple factors including implementation of the required actions, the content of the monthly reports (Urban Water Suppliers), and other relevant information.

Tips for Implementing the New Regulations

- Notify and educate staff, ratepayers and the community at large about the prohibitions.
- Inform ratepayers of the requirements of the stage of the Water Shortage Contingency Plan required by the regulations.
- Access the water conservation resources clearinghouse, a partnership of the State of California and the Association of California Water Agencies at either <http://www.saveourh2o.org/> or <http://saveourwater.com/>

Contact Information

- Report State Agency water waste at <http://www.saveourh2o.org/report-water-waste>
- Contact the State Water Board's drought hotline for questions on drought-related activities including general questions on the emergency regulations: (916) 341-5342.

More information on the emergency regulation can be found at the [Conservation Regulation Portal](#).

(This fact sheet was last updated July 29, 2014)

**State of California
Office of Administrative Law**

**In re:
State Water Resources Control Board**

Regulatory Action:

Title 23, California Code of Regulations

Adopt sections: 863, 864, 865

Amend sections:

Repeal sections:

**NOTICE OF APPROVAL OF EMERGENCY
REGULATORY ACTION**

**Government Code Sections 11346.1 and
11349.6**

OAL File No. 2014-0718-01 E

The State Water Resources Control Board (Board) submitted this emergency action to adopt three sections and a new article in title 23 of the California Code of Regulations pertaining to drought emergency water conservation. The proposed action addresses severe impacts on California's water supplies and its ability to meet all water demands in the state due to the current drought, which was declared to be a state of emergency by Governor Brown in two executive orders issued in 2014. The second executive order, issued April 25, 2014, directed the Board to adopt emergency regulations, pursuant to Water Code section 1058.5, to ensure that urban water suppliers implement drought response plans to limit outdoor irrigation and other wasteful water practices.

OAL approves this emergency regulatory action pursuant to sections 11346.1 and 11349.6 of the Government Code.

This emergency regulatory action is effective on 7/28/2014 and, pursuant to section 1058.5 of the Water Code, will expire on 4/25/2015. The Certificate of Compliance for this action is due no later than 4/24/2015.

Date: 7/28/2014



Richard L. Smith
Senior Attorney

For: DEBRA M. CORNEZ
Director

Original: Thomas Howard
Copy: Carlos Mejia

NOTICE PUBLICATION/REGULATIONS SUBMISSION

EMERGENCY

Instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-	REGULATORY ACTION NUMBER	EMERGENCY NUMBER 2014-0718-01E
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ENDORSED FILED THE OFFICE OF

2014 JUL 28 PM 1:30

2014 JUL 18 PM 12:09

OFFICE OF ADMINISTRATIVE LAW

Debra Bowen
DEBRA BOWEN
SECRETARY OF STATE

For use by Office of Administrative Law (OAL) only	
NOTICE	REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY
State Water Resources Control Board

AGENCY FILE NUMBER (if any)

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE Drought Emergency Water Conservation	TITLE(S) 23	FIRST SECTION AFFECTED 863	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input checked="" type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON Carlos Mejia	TELEPHONE NUMBER (916) 341-5184	FAX NUMBER (Optional) (916) 341-5199
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	ACTION ON PROPOSED NOTICE		NOTICE REGISTER NUMBER
		PUBLICATION DATE	

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Drought Emergency Water Conservation	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
--	--

2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)	
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 863, 864, 865
	AMEND
TITLE(S) 23 via 7/18/14	REPEAL

3. TYPE OF FILING			
<input type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §511346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmission of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmission of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only per agency request RS
<input checked="" type="checkbox"/> Emergency (Gov. Code, §11346.1(b))		<input checked="" type="checkbox"/> Other (Specify) Emergency (Wat. Code, §1058.5)	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
<input type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input checked="" type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> \$100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify)

6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal	
<input type="checkbox"/> Other (Specify) request RS			

7. CONTACT PERSON Carlos Mejia	TELEPHONE NUMBER (916) 341-5184	FAX NUMBER (Optional) (916) 341-5199	E-MAIL ADDRESS (Optional) carlos.mejia@waterboards.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE 	DATE 7-17-2014
TYPED NAME AND TITLE OF SIGNATORY Caren Trgovcich, Chief Deputy Director, State Water Resources Control Board	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

JUL 28 2014

Office of Administrative Law
Agenda Item G-5

PROPOSED TEXT OF EMERGENCY REGULATIONS

Article 22.5. Drought Emergency Water Conservation.

Section 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(4) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(5) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to further promote conservation.

Note:

Authority: Section 1058.5, Water Code.

Reference: Sections 102, 104 and 105, Water Code.

Section 864. Prohibited Activities in Promotion of Water Conservation.

(a) To promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

(b) The taking of any action prohibited in subdivision (a) of this section, in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

Note:

Authority: Section 1058.5, Water Code.

Reference: Sections 102, 104 and 105, Water Code.

Section 865. Mandatory Actions by Water Suppliers.

(a) The term "urban water supplier," when used in this section, refers to a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to

PROPOSED TEXT OF EMERGENCY REGULATIONS

suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water.

(2) As an alternative to subdivision (b)(1), an urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation-based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

(c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within thirty (30) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week or shall implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(d) In furtherance of the promotion of water conservation each urban water supplier shall prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. Beginning October 15, 2014, the monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves. In its initial monitoring report, each urban water supplier shall state the number of persons it serves.

(e) To promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, within thirty (30) days, take one or more of the following actions:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2) Implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

Note:

Authority: Section 1058.5, Water Code.

Reference: Sections 102, 104, 105, 350, 10617 and 10632, Water Code.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

East Contra Costa Fire Protection District Official Ballot

Recommended Action

As Necessary

Executive Summary

As the Board is well aware, the ECCFPD has a number of fiscal concerns that have resulted in the ECCFPD Board of Directors to seek an annual property assessment on properties located within ECCFPD's boundary.

The current fiscal crisis confronting the ECCFPD has resulted in the closure of three of the eight stations ECCFPD operates, including Station 57 on Discovery Bay Blvd. It should be noted that even if the assessment passes, Station 57 will not be opened. If the assessment does not pass, another two stations will be forced to close. However, Station 58 will continue to serve Discovery Bay residents.

Staff is seeking Board direction on how to vote on thirty-seven (37) district owned parcels. The ballot question is as follows:

YES Support the Fire Suppression assessment in the amount of \$. (The annual cost will be determined based upon the size of parcel owned by the Town, \$63.84/annually, \$95.76 annually or \$127.68/annually).

NO Support the Fire Suppression assessment in the amount of \$. (The annual cost will be determined based upon the size of parcel owned by the Town, \$63.84/annually, \$95.76 annually or \$127.68/annually).

The Town owns 5 parcels that fall into the \$63.84 annually category, 27 parcels that fall into the \$95.76 annually category, and 5 parcels that fall into the \$127.68 annually category. The total annual cost to the Town of Discovery Bay would be \$3,543.12 beginning in FY 2015-16 and continuing through FY 2019-20.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

ECCFPD Ballot Materials and supporting information

AGENDA ITEM: G-6



Type



Weight *12768*



East Contra Costa Fire Protection District Official Ballot

East County Emergency Fire Response and Prevention Assessment

East Contra Costa Fire Protection District proposes to levy a fire suppression assessment on all properties within the district's boundaries. The assessment will generate revenue to allow ECCFPD to operate five district fire stations (numbers 52, 59, 93, 54 and 94) with forty-eight operational personnel and two administrative personnel, and fund Cal Fire staff at the Sunshine Station beyond the state-supported fire season. The assessment revenue will enable ECCFPD to maintain fire suppression and fire prevention services and response times for fire emergency calls and avoid fire station closures and firefighter layoffs. This local funding source cannot be taken by the state or county and is to be reviewed annually by mandatory audits and an independent citizens' oversight committee.

The proposed annual assessment for Assessor's Parcel Number 008-470-035-0 is \$127.68 and is proposed to be levied for a period of five years with no annual increase.

- Yes Support the fire suppression assessment of \$ 127.68
- No Oppose the fire suppression assessment of \$ 127.68

MARK YOUR BALLOT LIKE THIS: ■

Your ballot must be marked, signed and received by the close of the Public Hearing on October 6, 2014 or it will not be counted.

SEE REVERSE SIDE FOR INSTRUCTIONS

DETACH HERE BEFORE ENCLOSING BALLOT PORTION IN ENVELOPE -- DO NOT DISCARD THIS PORTION

Property Owner
Signature

DISCOVERY BAY TOWN OF .



I declare under penalty of perjury under the laws of the State of California that I am entitled to complete and submit this ballot.

Parcel Number 008-470-035-0

THIS ADDRESS SHOWS IN THE WINDOW OF THE RETURN ENVELOPE:

ECCFPD Ballot Proceeding
c/o TrueBallot, Inc.
P.O. Box 1990
Brentwood, CA 94513-9700



DISCOVERY BAY TOWN OF .

1800 WILLOW LAKE RD
DISCOVERY BAY, CA 94505-9376

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
EAST COUNTY EMERGENCY FIRE RESPONSE AND PREVENTION ASSESSMENT**

2014 MAIL BALLOT PROCEEDING

INSTRUCTIONS FOR FILLING OUT THIS BALLOT

1. Remove your ballot from the outer envelope, and review the enclosed materials.
2. After removing your ballot, and reviewing the enclosed materials, mark the appropriate box next to your choice on the ballot by completely filling in the box like this: . Mark either yes or no.
3. When you have finished marking your ballot, separate it from the stub on the bottom of the ballot along the dotted lines where indicated. Fold the ballot such that the marked side faces in.
4. Sign your name in the designated area on the bottom right of the now separated stub.
Your ballot cannot be counted unless it is signed.
5. Take the signed stub that was on the bottom of these instructions, and place it into the double window return envelope **SO THAT THE ADDRESS AND BAR CODE SHOW IN THE WINDOW** (as with a utility bill). Place the folded ballot behind the ballot stub.
6. Seal the double window envelope. No postage is necessary if mailed in the United States.
7. All ballots **must** be received prior to the close of the Public Hearing scheduled for **Monday, October 6 at 10:00 am**, or they will not be counted.
8. If you lose your return envelope, you may return the ballot and stub using any stamped envelope to:

ECCFPD Ballot Proceeding
c/o TrueBallot, Inc.
P.O. Box 1990
Brentwood, CA 94513-9700

9. Ballots may be delivered to the Board of Directors during the Public Hearing which will be held on Monday, October 6 at 10:00 am at the following address:

City of Oakley City Council Chambers
3231 Main Street, Oakley, California

10. If you do not receive a ballot, or lose or destroy your ballot, you may request a replacement ballot by calling TrueBallot at 888-854-3190 by October 1, 2014 at 3PM. A replacement ballot may also be obtained at the Public Hearing on October 6, 2014.

TrueBallot Election 3031401



7375910.1

Agenda Item G-6



QUESTIONS AND ANSWERS ABOUT A FIRE ASSESSMENT

How was the East Contra Costa Fire Protection District impacted by the recession?

The District relies primarily on property tax revenue to fund operations. The recent recession and associated decrease in local property values led to a 40% decrease in funding for 9-1-1 emergency fire response in East County.

Why is the District proposing this Fire Suppression Assessment?

A temporary federal grant that has kept two of our local fire stations open is set to expire on November 17, 2014. The grant cannot be renewed or extended. The Fire District has made numerous budget cuts and has evaluated all other available options for funding. Unless new revenue is secured between now and November, the District plans to close two local fire stations and 18 firefighter/EMT positions will be eliminated. This would leave 249 square miles in East County with three fire stations and nine District firefighter/EMTs on duty at any time.

What has the District done so far to live within its means?

The District has closed three of its original eight local fire stations; reduced fire suppression employees from 57 to 48; frozen salaries from 2007 until 2012; reduced administrative employees from 4 to 2; and sold surplus equipment. Additionally, local firefighter/EMTs contribute up to 25% of their salaries to pay for pensions and healthcare and are paid approximately 40% less than those in nearby fire departments. Further, the District has reduced the pension benefits new employees are entitled to receive upon retirement and extended the term of service required to qualify for pension benefits. In addition, the District no longer picks up any part of employee contributions to the pension system.

How would further service reductions impact emergency response times?

If two fire stations close and 18 firefighter/EMT positions are eliminated, 9-1-1 emergency fire response times to portions of East County could increase to 15 minutes or more. Fires can double in size every 30 seconds.

What would this Fire Suppression Assessment fund?

- Maintaining the number of on-duty firefighting personnel
- Preventing local fire stations closures

How can I be sure these funds will be spent wisely?

The proposed Fire Suppression Assessment would include fiscal accountability features, including:

- All funds can only be spent on fire suppression and prevention in East County
- No funds can be taken by the state or other agencies or be spent on any other purposes
- Annual audits and reports to the community

What if I have other questions?

For more information about this proposed assessment please call (888) 854-3190.



INFORMATION ABOUT THE FIRE SUPPRESSION ASSESSMENT

On August 4, 2014, the Board of Directors of the East Contra Costa Fire Protection District voted to ask property owners to authorize the levy of a Fire Suppression Assessment. According to the engineer's report preliminarily approved by the District, the assessment would fund fire service by five District fire stations and one station staffed by the State's CalFire, rather than three District stations plus the one CalFire station.

Revenue Challenges Threaten Closure of Two East County Fire Stations

East County property values fell during the recent recession and housing crisis. Property tax revenue for local fire and emergency response decreased 40%. In response, the East Contra Costa Fire Protection District made spending cuts including closing three fire stations, reducing the number of firefighter/EMTs and administrative staff, freezing salaries and requiring firefighter/EMTs to contribute as much as 25% of their salaries to cover pension costs. Some firefighter/EMTs have started to leave the District for more stable and better-paying jobs, requiring those who are left to cover open shifts.

When a temporary federal grant expires in November, 2014, the funding provided to operate two of the District's remaining five fire stations will stop. Under the District's adopted budgets, without access to new revenues, two of the District's five fire stations will close and 18 firefighter/EMT positions will be eliminated by December.

Slower Response Times Typically Mean Reduced Safety

If the District reduces from five to three stations, nine on-duty District firefighter/EMTs will serve East County's 249 square miles and more than 100,000 residents. As set forth in the assessment engineer's report, having three District fire stations to cover the Cities of Brentwood and Oakley, the Town of Discovery Bay, the communities of Byron, Bethel Island and Knightsen, the Marsh Creek/Morgan Territory area, and all other areas within unincorporated Contra Costa County to the east of Antioch and to the southeast of Clayton, will increase average emergency fire response times in the District.

Delays may compromise public safety in the event of brush and house fires that can double in size every 30 seconds. Firefighters may need to shift their emphasis from saving a home on fire to protecting neighboring houses from spreading fire. The District's ability to respond to multiple simultaneous fires may be especially hampered.

It Is Now Time To Decide

Property owners in the District are asked to submit a ballot indicating whether they support or oppose the proposed Fire Suppression Assessment to pay for the continued operation of two fire stations otherwise set to close by the end of November. If the District's property owners do not protest the assessment, the funds collected could only be used to fight and prevent fires in East County, and could not be taken by the state or federal governments or be used for any other purposes.

A YES mark on the enclosed ballot would support the District's fire suppression assessment to prevent closure of two out of five fire stations and allow the District to maintain a staff of 48 firefighters.

A NO mark on the enclosed ballot would oppose the District's fire suppression assessment, leading to the closure of two fire stations and elimination of 18 firefighter positions by the end of November.

Please fill out and return your ballot by Monday, October 6 in order for it to be counted.

The factors which determine the proportional Fire Suppression Assessment for each parcel within the Fire Suppression Assessment District are Fire Flow (the amount of water available at a specific pressure to put out a fire, based on building square footage, existence of fire sprinklers and property use), Flow Duration (the number of hours Fire Flow is required, based on building square footage and property use) and Protection (determined by the distance each parcel is from a fire station and a fire hydrant). Adjustments are made for parcels in the Sunshine Station response area and wildland parcels in a State Responsibility Area.

Fire Flow Benefit Points	+	Flow Duration Benefit Points	+	Increase to Fire Flow Benefit Points based on Land Use	+	Protection Benefit Points	=	Benefit Points Subtotal
--------------------------	---	------------------------------	---	--	---	---------------------------	---	-------------------------

Benefit Points Subtotal	X	Special Benefit Adjustment	=	Total Benefit Points
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A complete description of the method of assessment is described in the Engineer's Report, a copy of which is available at the office of the Secretary of the District or online at www.eccfpd.org.

ASSESSMENT BALLOTING PROCEDURES

Upon completion, please fold and insert the assessment ballot into the return envelope and seal the envelope. Make sure that you sign and mark your assessment ballot. Mail the completed, signed and sealed ballot to the address shown on the bottom portion of the ballot pursuant to the enclosed instructions regarding submission of assessment ballot. You may also deliver the completed, signed and sealed ballot during the Public Hearing scheduled for October 6 at 10:00 a.m., as set forth above.

The Board of Directors will consider approving the Fire Suppression Assessment District and imposing the annual assessment as described above and on the enclosed assessment ballot if there is no majority protest. A majority protest exists if the assessments represented by ballots submitted in opposition exceed those submitted in favor of the assessment. All returned ballots are tabulated and weighted according to the financial obligation of each particular parcel.

THE PROPOSED ANNUAL ASSESSMENT AS DESCRIBED IN THIS NOTICE, IF APPROVED, WILL APPEAR EACH YEAR ON YOUR PROPERTY TAX BILL.

QUESTIONS REGARDING THESE PROCEEDINGS

For information relating to the proposed assessment, the public hearing or the ballot procedure, or to request a replacement ballot, please contact:

TrueBallot or Fire Chief Hugh Henderson at 888-854-3190

Requests for replacement ballots must be received by TrueBallot by October 1, 2014 at 3PM. A replacement ballot may also be obtained at the Public Hearing on October 6, 2014.



NOTICE OF PUBLIC HEARING AND ASSESSMENT BALLOT PROCEDURE

EAST CONTRA COSTA FIRE PROTECTION DISTRICT EAST COUNTY EMERGENCY FIRE RESPONSE AND PREVENTION ASSESSMENT

NOTICE OF PUBLIC HEARING

This notice informs you, as the record owner of property within the proposed East County Emergency Fire Response and Prevention Assessment (the "Fire Suppression Assessment District"), that the East Contra Costa Fire Protection District will be conducting a Public Hearing pursuant to the provisions of the Fire Suppression Assessment Law, Article XIII D of the Constitution of the State of California and the Proposition 218 Omnibus Implementation Act.

The Public Hearing is hereby scheduled to be held at the City of Oakley City Council Chambers, 3231 Main Street, Oakley, California on:

October 6, 2014, at 10:00 a.m.

or as soon thereafter as the matter may be heard. All interested persons are invited to attend and express opinions on the matter of the proposed Fire Suppression Assessment District.

RIGHT TO SUBMIT ASSESSMENT BALLOT

Property Owners of record who desire to submit an assessment ballot must mail or personally deliver a completed assessment ballot, provided, however, all assessment ballots must be received by the Board of Directors prior to the close of the Public Hearing to be counted. An assessment ballot and return envelope are enclosed with this Notice.

All assessment ballots must be received by the Board of Directors before the conclusion of the Public Hearing shown above. The mailing address is:

ECCFPD Ballot Proceeding
c/o TrueBallot, Inc.
P .O. Box 1990
Brentwood, CA 94513-9700

ASSESSMENT INFORMATION

Boundaries of the District: The Fire Suppression Assessment District is located in eastern Contra Costa County. The boundaries of the District include all property within the East Contra Costa Fire Protection District ("ECCFPD") boundary. A copy of the Assessment Diagram for the Fire Suppression Assessment District is included in the Engineer's Report, a copy of which is available at the office of the Secretary of the District or online at www.eccfpd.org.

Total Proposed Fiscal Year 2015/16 Maximum Assessment for the Entire District: \$4,074,209.70

Your Proposed Maximum Assessment for Fiscal Year 2015/16: The proposed maximum Fiscal Year 2015/16 assessment for your property is shown on the enclosed assessment ballot.

Duration of Proposed Assessment: The proposed assessment for the Fire Suppression Assessment District will be levied for a period of five years beginning with Fiscal Year 2015/16 and will continue through Fiscal Year 2019/20.

Cost of Living Inflator: The Maximum Fire Suppression Assessment is not subject to a cost of living inflator.

Reasons for the Proposed Assessment: The proposed assessment will generate revenue for ECCFPD to operate five fire stations (numbers 52, 59, 93, 54 and 94) with forty-eight operational personnel and two administrative personnel, along with funding Cal Fire staff at the Sunshine Station beyond the state-supported fire season.

Basis of Proposed Assessment: The method of apportionment of the proposed assessment is based upon the proportionate special benefit received from the services and conferred upon the property within the Fire Suppression Assessment District over and above the general benefit conferred upon the public at large. All assessable parcels within the proposed Fire Suppression Assessment District receive special and direct benefit from the services provided. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adoption of Resolution No. 2014-20 Establishing Supplemental Insurance through the American Family Life Assurance Company of Columbus Supplemental Insurance

Recommended Action

Adopt Resolution No. 2014-20 establishing employee only funded supplemental insurance through the American Family Life Assurance Company of Columbus.

Executive Summary

The American Family Life Assurance Company of Columbus (AFLAC) is a 100% employee paid and voluntary supplemental insurance program. The program provides benefits to employees if they are sick or injured, either on or off the job, and the premiums are paid with pre-tax dollars. Supplemental insurance is an extra or additional insurance that can be purchased to assist with services and out-of-pocket expenses that regular insurance does not cover.

Supplemental insurance plans will pay for out-of-pocket medical expenses, such as deductibles, copayments, and coinsurance. Funds can be used to cover lost wages, transportation related to your health condition, or used to pay for food, medication, and other unexpected expenses you have due to an illness or injury.

The AFLAC supplemental insurance program is being brought to the Board at the request of employees. The program is 100% employee funded through payroll deduction. There is no cost to the District, and may result in small payroll savings as funds used are pre-tax.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

AFLAC Informational Materials
Resolution No. 2014-20

AGENDA ITEM: G-7



Town of Discovery Bay

Rate sheet prepared by Jim Fitzpatrick on 8/14/2014 7:51:34 AM.
 California Payroll Premium rates are Weekly for industry Class B.

The rates shown on this insert page are for illustration purposes only; they do not imply coverage.
 For more information about policy/plan benefits and limitations, please refer to the accompanying
 product brochure for each insurance policy/plan listed below.

ACCIDENT INDEMNITY ADVANTAGE 24-HOUR LEVEL TWO - Series A-35200

	Premium	Total
18-49 INDIVIDUAL	\$6.06	\$6.06
50-64	\$6.06	\$6.06
18-49 HUSBAND WIFE	\$8.07	\$8.07
50-64	\$8.07	\$8.07
18-49 ONE-PARENT FAMILY	\$9.21	\$9.21
50-64	\$9.21	\$9.21
18-49 TWO-PARENT FAMILY	\$11.61	\$11.61
50-64	\$11.61	\$11.61

AFLAC-SHORT TERM DISABILITY - Series A-57600

Elimination Period Accident/Sickness - 14/14 DAYS

Annual Income		\$9,000	\$12,000	\$12,000	\$16,000	\$18,000	\$20,000	\$22,000	\$24,000	\$26,000	\$28,000
Benefit Period	Age	\$500	\$600	\$700	\$800	\$900	\$1,000	\$1,100	\$1,200	\$1,300	\$1,400
6 MONTHS	18-49	\$3.60	\$4.32	\$5.04	\$5.76	\$6.48	\$7.20	\$7.92	\$8.64	\$9.36	\$10.08
	50-64	\$4.80	\$5.76	\$6.72	\$7.68	\$8.64	\$9.60	\$10.56	\$11.52	\$12.48	\$13.44



Town of Discovery Bay

Rate sheet prepared by Jim Fitzpatrick on 8/14/2014 7:51:34 AM.
California Payroll Premium rates are Weekly for industry Class B.

The rates shown on this insert page are for illustration purposes only; they do not imply coverage.
For more information about policy/plan benefits and limitations, please refer to the accompanying
product brochure for each insurance policy/plan listed below.

AFLAC HOSPITAL ADVANTAGE ESSENTIALS - Option2 Series A49200

Age	Individual	One Parent Family	Insured/Spouse	Two Parent Family
18-64	\$6.30	\$9.42	\$10.17	\$11.58

AFLAC HOSPITAL ADVANTAGE ESSENTIALS - Option4 Series A49400

Age	Individual	One Parent Family	Insured/Spouse	Two Parent Family
18-64	\$10.35	\$13.68	\$17.43	\$17.94

AFLAC HOSPITAL ADVANTAGE PREFERRED - Option2 Series A49200

Age	Individual	One Parent Family	Insured/Spouse	Two Parent Family
18-64	\$9.33	\$13.62	\$14.94	\$17.04

AFLAC HOSPITAL ADVANTAGE PREFERRED - Option4 Series A49400

Age	Individual	One Parent Family	Insured/Spouse	Two Parent Family
18-64	\$13.26	\$17.88	\$22.20	\$23.43

To sell Select 1500, Select 2000, Select 2500, Select 3000 or Option H (HSA-compatible) of the Aflac Hospital Advantage Product (Series A49000), the field force member must obtain prior approval.

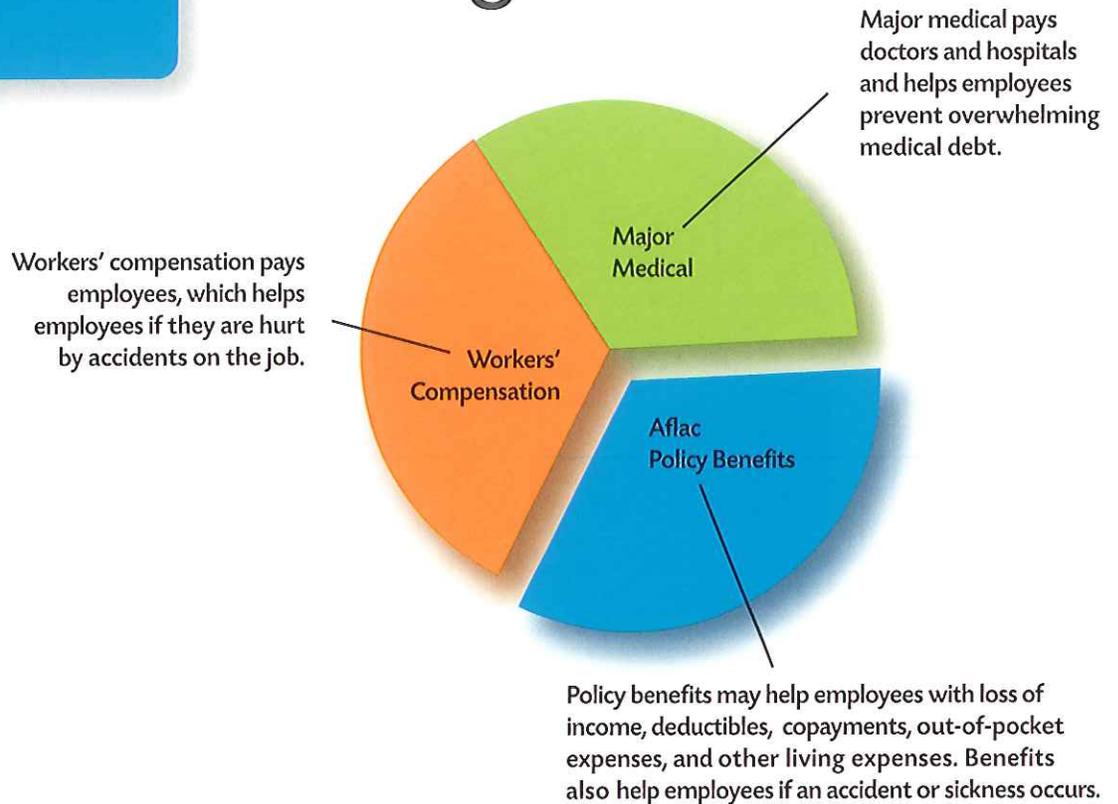
AFLAC CANCER CARE PLAN CLASSIC - Series A78300

		Premium	IDR* (5 units)	Total
18-64	INDIVIDUAL	\$7.32	\$1.35	\$8.67
18-64	INSURED/SPOUSE	\$12.45	\$3.00	\$15.45
18-64	ONE-PARENT FAMILY	\$7.32	\$1.35	\$8.67
18-64	TWO-PARENT	\$12.45	\$3.00	\$15.45

IDR* = Optional Initial Diagnosis Rider (Series A-78050) premium 1-5 units

Is a slice of your employee benefits pie missing?

Let Aflac help fill in what is lacking!



Our insurance policies:

- Strengthen benefit packages at little to no cost to the company.
- Empower employees by giving them the ability to directly receive and manage benefit checks, unless assigned.
- Help attract and retain good employees.
- Provide potential tax savings when made available under a cafeteria plan.
- Reduce employee dependence on you, particularly if a salary advance or loan is requested.
- Fortify your retirement commitment since Aflac policies are portable and renewable at the same payroll rate.

Make your benefit plans more complete.
Turn to Aflac.



American Family Life Assurance Company of Columbus (Aflac)

Worldwide Headquarters • 1932 Wynnton Road • Columbus, Georgia 31999 • aflac.com

Aflac today ...



Aflac every day

A history of excellence and respect

- ▶ **Aflac is a Fortune 500 company** (No. 130, May 3, 2010), with assets of over \$84 billion (Aflac 2009 Annual Report), insuring more than 50 million people worldwide (Aflac 2009 Annual Report).
- ▶ **Elite company accolades include being named to:**
 - *Fortune* magazine's list of the **World's Most Admired Companies** (March 2010).
 - *Forbes* magazine's list of **America's 400 Best Big Companies** (January 2009).
 - *InformationWeek's* **500 Top Corporate Technology Innovators** (September 2009).
- ▶ **A leader in workforce diversity**, Aflac has earned inclusion in:
 - *Atlanta Tribune: The Magazine* on its list of **Georgia's Best Employers for Minorities** (September 2009).
 - *Latina Style* magazine's list of the **50 Best Companies for Latinas to Work For in the United States** (August/September 2009).
 - *Black Enterprise* magazine's **40 Best Companies for Diversity** (July 2009).
- ▶ **Aflac markets a broad line of guaranteed-renewable insurance products** to more than 443,000 payroll accounts in the United States (Aflac 2009 Annual Report).
- ▶ **Aflac processes most claims within four days** (company statistics, December 31, 2008).
- ▶ **Aflac is exclusively dedicated to and focused on** individually owned and controlled policies offered on a voluntary basis to ensure that our policyholders are the most well-protected, well-served "family" in the world.
- ▶ **Aflac offers an excellent workplace environment that includes being named to:**
 - *Fortune* magazine's list of the **100 Best Companies to Work For in America** (February 2010).
 - *Computerworld* magazine's list of the **100 Best Places to Work in IT** (June 2010).
 - *Training* magazine's **Training Top 125** list of companies with outstanding workforce development programs (February 2010).
 - *Ethisphere* magazine's list of the **World's Most Ethical Companies** (April 2010).

Aflac herein means:
**American Family Life Assurance
Company of Columbus**

Worldwide Headquarters • Columbus, Georgia 31999

aflac.com



Why Aflac? Get the Aflacts.®

Why your company needs Aflac now more than ever. These days, keeping costs under control while keeping employee morale up can be challenging. That's why there's never been a better time for you and your employees to have Aflac.

1 AFLAC COMPLEMENTS YOUR COMPANY'S EXISTING BENEFITS PACKAGE.

Aflac is different from major medical; it's insurance for daily living. It pays cash benefits directly to your employees, unless otherwise assigned, to help them with daily expenses due to a covered illness or accident. With a wide range of insurance policies, Aflac allows employees to choose the areas where they want additional coverage. Aflac coverage does not change or replace any of your current employee benefits; our products complement them.

2 YOU CAN PROVIDE AFLAC AT NO COST* TO YOUR COMPANY.

Aflac policies are 100% employee-paid and are purchased on a voluntary basis. Many companies choose to make Aflac policies available as a cost-effective solution to help employees with the rising cost of out-of-pocket health care expenses.

3 AFLAC CAN PROVIDE MANY COMPANIES WITH POTENTIAL TAX SAVINGS.

Some of Aflac's tax-advantaged plans allow employees to use pre-tax dollars to pay for their policies. And when you lower the taxable income of your participating employees, it can result in potential tax savings for your company.

4 AFLAC POLICIES HAVE BEEN DESIGNED FOR EASE OF ADMINISTRATION.

Our policies and services are designed to be easily implemented. And with coordinated enrollment, support tools, and online services, Aflac makes it easy for your employees to participate.

5 AFLAC HELPS ATTRACT AND RETAIN EMPLOYEES.

Great benefits are a top priority for employees when considering where to work. Aflac policies are an easy way to boost your benefits package and increase your employees' morale at the same time.

*Some businesses may have indirect administrative or other costs.



Aflac®

We've got you under our wing.®

For more information, visit aflacforbusiness.com.

Worldwide Headquarters | 1932 Wynnton Road | Columbus, Georgia 31999

Aflac herein means American Family Life Assurance Company of Columbus and American Family Life Assurance Company of New York

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Agenda Item G-7

TAX SAVINGS FOR YOUR BUSINESS

Wingspan Cafeteria Plans reduce your share of FICA and FUTA taxes, as illustrated in the example below, proving a significant savings for your business.

Employer Savings Example

Per \$500,000 in payroll

WITHOUT *Wingspan Cafeteria Plans*

\$	500,000	Annual Payroll
-	0	Employee Contribution
	<hr/>	
	500,000	Taxable Payroll
x	7.65%	FICA
\$	38,250	Employer Tax

WITH *Wingspan Cafeteria Plans*

\$	500,000	Annual Payroll
-	30,000	Employee Contribution
	<hr/>	
	470,000	Taxable Payroll
x	7.65%	FICA
\$	35,955	Employer Tax

\$ **2,295** Employer FICA Tax Savings

VALUABLE BENEFITS FOR YOUR EMPLOYEES

Providing your employees with an opportunity for tax savings can increase their take-home pay and provide additional benefits, such as on-site reimbursement for unreimbursed medical expenses.

Employee Savings Example

Per \$1,000 in salary

WITHOUT *Wingspan Cafeteria Plans*

\$	1,000	Gross Payroll
-	250	Taxes
	<hr/>	
	750	Paycheck
-	100	Insurance Premiums
\$	650	Net Spendable

WITH *Wingspan Cafeteria Plans*

\$	1,000	Gross Payroll
-	100	Insurance Premiums
	<hr/>	
	900	Adjusted Gross Income
-	225	Taxes
\$	675	Net Spendable

\$ **25** Employee FICA Tax Savings

Examples are for illustration purposes only.

Some services may not be available; ask for details.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-20

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING EMPLOYEE ONLY FUNDED SUPPLEMENTAL INSURANCE
THROUGH THE AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS**

WHEREAS, the American Family Life Assurance Company (AFLAC) of Columbus provides supplemental insurance services; and

WHEREAS, Supplemental insurance plans pay for out-of-pocket medical expenses, such as deductibles, copayments, and coinsurance and funds can be used to cover lost wages, transportation related to health condition, or used to pay for food, medication, and other unexpected expenses due to an illness or injury; and

WHEREAS, all budgeted and authorized Full Time and Part Time positions are covered by this resolution; and

WHEREAS, this program shall be 100% fully employee funded through payroll deduction with pre-tax funds.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board authorize participation in the American Family Life Assurance Company (AFLAC) of Columbus supplemental insurance services program for authorized employees and authorize the General Manager to execute any necessary documents to facilitate this action.

SECTION 2. That this program be employee funded through payroll deduction and that no District funds other than minimal administration costs be utilized.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF SEPTEMBER, 2014.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 3, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Annual Disclosure pursuant to California Government Code Section 53065.5

Recommended Action

Receive and File (No Action Necessary)

Executive Summary

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2013 complies with Government Code Section 53065.5.

This is an annual disclosure.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Reimbursements for the FY ending June 30, 2014

AGENDA ITEM: H-1

**Annual Compliance Report for FY 2013/14
Government Code Section 53065.5**

Date	Name	Reason	Reimbursement Amt.
9/6/2013	Frank Cramer	Mileage	\$105.66
9/27/2013	Frank Cramer	Mileage	\$154.25
11/6/2013	Frank Cramer	Mileage	\$171.20
12/3/2013	Frank Cramer	Mileage	\$125.43
1/6/2014	Frank Cramer	Mileage	\$175.15
2/6/2014	Frank Cramer	Mileage	\$145.77
2/28/2014	Frank Cramer	Mileage	\$109.05
3/31/2014	Frank Cramer	Mileage	\$111.31
5/5/2014	Frank Cramer	Mileage	\$166.11
			\$1,263.93
7/30/2014	Carol McCool	Mileage	\$229.96
			\$229.96
11/15/2013	Aaron Goldsworthy	Registration/Training	\$300.00
			\$300.00
5/23/2014	Sue Heintz	Hotel/Training	\$142.57
			\$142.57
2/12/2014	Fairin Perez	Mileage	\$1,101.19
			\$1,101.19
9/25/2013	Kevin Graves	Mileage	\$160.46
11/22/2013	Kevin Graves	Mileage	\$151.42
11/23/2013	Kevin Graves	Hotel/Conference	\$523.26
			\$835.14
11/22/2013	Mark Simon	Mileage	\$151.42
			\$151.42
11/22/2013	Chris Steele	Mileage	\$151.42
			\$151.42
9/25/2013	Marianne Wiesen	Registration/Conference	\$110.00
			\$110.00



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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For Agenda Item I



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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